



# School Council

## Executive Roles & Responsibilities

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### Chair/Co-Chair

The Chair (or Co-Chair if this role is shared) acts as the primary representative of the School Council and leads the School Council meetings. The Chair/Co-Chair will:

- arrange for meetings;
- prepare agendas;
- chair School Council meetings;
- ensure that minutes of School Council meetings are recorded and maintained;
- encourage consensus among School Council members & facilitate the Resolution of Conflict;
- establish subcommittees when deemed advisable;
- communicate with the school Principal on behalf of the School Council.

### Treasurer

The treasurer keeps proper records of all monies that are collected and spent by the School Council. The treasurer will:

- record all financial transactions,
- present quarterly and year-end financial statements to the School Council
- follow standard reporting and accounting procedures

*Skills you can gain include record keeping & accounting, presentation, organisational, and accountability skills.*

### Secretary

The secretary records and distributes meeting minutes. The secretary will:

- record the meetings and type up the minutes
- make note of actions promised and planned
- distribute the minutes to the Chair, Co-Chair, and Principal
- post the minutes, once approved, in a public place for the parents/caregivers and Staff to read

*Skills you can gain include listening, speed writing, organisational, and accountability skills.*

### Sub-Committee Chair

Each year, the School Council forms sub-committees to address specific issues such as fundraising, parent/caregiver communications, etc. Each sub-committee has a Chair and members from the School Council. Sub-Committee Chairs will:

- coordinate the activities of their sub-Committee
- report on their sub-committees at School Council meetings

*Skills you can gain: include presentation, leadership, Confidence, organisational, and mentoring skills.*

## **Voting Members**

The parent/caregiver representatives are voting members who:

- participate in any Committees established by the School Council;
- contribute to the discussions of the School Council;
- solicit the views of other parents/caregivers and members of the community to share with the School Council;

To learn more about School Councils and the roles of elected members, please look online at the Ontario Ministry of Education's [School Council A Guide for Members](#).