

School Council Positions and Responsibilities

1. The Chair or Co-Chairs (voting member):

- Call Council meetings
- Prepare the agenda for Council meetings with input from the Council
- Chair Council meetings
- Ensure that the minutes of Council meetings are recorded and maintained
- Participate in information and training programs
- Communicate with the school principal
- Ensure that there is regular communication with the school community
- Consult with senior Board staff and Trustees as required
- Has signing authority
- Participate as ex-officio member of all committees established

2. Vice-chair (voting member):

- Preside at meetings of the Council in the absence of the Chair/Co-chairs
- Assist the Chair/Co-chairs in their roles and responsibilities as may be delegated from time to time
- Act as a liaison between Council and its committees
- Has signing authority
- Participate as ex-officio member of all committees established

3. Secretary / Co-Secretary (voting member):

- Maintain a full and accurate account of all Council meetings
- Ensure that adequate notice is given for meetings including the agenda.
- Prepare correspondence as required
- Ensure the safe keeping of Council records
- Provide for inspection the minute book and records of the Council to any member of Council or members of the school community, on request
- Record attendance
- Has signing authority
- Participate as ex-officio member of all committees established

4. Treasurer (voting member):

- Take charge of the finances of the Council, ensures the safe keeping of the Council finances and provides an annual accounting thereof and as may be required from time to time as required by law
- Provide an annual financial report to the Council
- Be responsible for the completion and submission of all necessary paperwork for taxation purposes be responsible for all purchase orders, ensure goods are accounted and paid for and a record of all such transactions is maintained
- Perform such other related duties as may be assigned by the Chair/Co-chairs of Council from time to time has signing authority.
- Participate as ex-officio member of all committees established

5. Fundraising Coordinator (voting member):

- Oversee all fundraising initiatives
- Ensure fundraising events follow the criteria set out in the SPSC fundraising policy
- Keep track of all fundraising results, making recommendations for change as necessary
- Provide fundraising result details at the Council meetings or when requested

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6. The Principal and/or Vice-principal (or delegate) (non-voting member):

- Is responsible for ensuring a school Council is in place
- Is responsible for developing a school profile in consultation with the school Council
- Supports and promotes the Council's activities and operations
- Seeks input from the Council
- Act as a resource on laws, regulations and Board policies
- Obtain and provide information, including the budgets for the school and for school generated funds, required by the Council to enable it to make informed decisions
- Communicate with the Chair/Co-chairs of the Council and with staff members, as required
- Ensure that copies of the minutes of the Council's meetings are kept at school for a minimum of 4 years
- Assist the Council in communicating with the school community
- Encourage the participation of parents from all groups and of other people within the school community, in the life of the school and the activities of the Council

7. OCASC Representative (voting member):

- attend and participate in the meetings and other activities of the Ottawa Carleton Assembly of School Councils
- report to and consults with the Council, and casts the vote of the Council at Assembly meetings

8. Teaching Rep, Support Staff Rep, Members at Large and Council Members (voting members):

- Participate in Council meetings
- Participate in information and training programs
- Participate in the initiation and implementation of proposed fund raising activities
- Act as a link between the Council and the community
- Encourage the participation of parents from all groups and of other people within the school community
- Take into consideration the whole school community when discussing matters, making decisions by consensus as well as voting