

## School Council Roles & Responsibilities

### Responsibilities of Members of School Councils

#### **The Chair of the School Council shall:**

- provide leadership to the School Council;
- call School Council meetings;
- chair the meetings and be responsible for the time management of the agenda;
- meet with the Principal to prepare agendas and establish a regular meeting schedule;
- consult with the Principal and the Council Secretary to review meeting minutes prior to distribution;
- ensure that there is regular communication with the school community;
- express School Council consensus and speak for School Council;
- monitor the implementation of School Council decisions;
- consult with senior administration and trustees as required;
- ensure that the School Council reviews the activities of the preceding year and set priorities and recommendations for the next Council term;
- be available to the school community; listen to their concerns and opinions; guide them to someone who can help them if the School Council is unable to;
- make available to all parents/guardians, through a newsletter, the names of School Council members;
- participate in information and training sessions
- provide a copy of responsibilities and/or by-laws to all School Council members and Executive.

#### **The Principal shall:**

- attend all School Council meetings;
- meet with the Chairperson to prepare agendas and establish a regular meeting schedule;
- consult with the Chairperson and Council Secretary to review meeting minutes prior to distribution;
- provide administrative assistance and support to the School Council (clerical/secretarial) when needed;
- keep the area Superintendent informed of School Council activities by providing meeting minutes and agendas etc. as requested;
- assist with the training of School Council members with respect to their roles and responsibilities;
- publicize all School Council activities through school and community newsletters
- post copies of School Council minutes and/or other pertinent information on the school website in a timely manner;
- request Community Use of Schools for Council meetings and events as required
- keep School Council members aware of the Thames Valley District School Board and Ministry of Education's policies, directives, and the relevant Acts and Regulations of the Province of Ontario by making the aforementioned documents available upon request.

#### **The Secretary shall:**

- distribute agendas to all School Council members at least one week prior to the next meeting;
- take meeting minutes and distribute a copy of previous meeting minutes two weeks prior to the next meeting to School Council members;
- consult with the Principal and the Chairperson to review meeting minutes prior to distribution;
- create and maintain a record with all copies of meeting minutes, addendums, correspondence, financial reports, copy of by-laws, etc.;
- be available if extra clerical work needs to be taken care of e.g. newsletters
- provide finalized copy of minutes to Principal to be posted on school website.

**The Treasurer shall:**

- ensure Gifts to School donations are submitted to the school office in a timely manner;
- make available all financial transactions at regularly scheduled meetings;
- keep accurate accounts of all incoming and outgoing transactions handled by the Council;
- complete Board's annual statement in a timely manner
- the outgoing treasurer is responsible for providing copies of all financial records to the new Treasurer or School Principal

**The Co- Chairperson shall:**

- assume the duties of the Chairperson in the absence of the Chairperson.

**Members of the School Council shall:**

- maintain a school-wide perspective on issues;
- participate in Council meetings;
- participate in information and training sessions;
- act as a link between school Council and the community;
- inform the Chair if unable to attend a meeting. Members who have missed three consecutive meetings without notifying the Chairperson in advance may be replaced.

**If any sub-committee is formed, members of the sub-committee shall:**

- appoint at least one person to chair or two people to co-chair the committee;
- any other member(s) will submit receipts for expenses to the chair/co-chair who must approve the expense. Then, the chair/co-chair will submit the receipt to the treasurer for reimbursement. This will ensure that the chair/co-chair is aware of what expenses are incurred by their committee;
- written reports of sub-committee meetings and decisions must be share with the Chair of the School Council prior to scheduled School Council meetings;
- this process is to be followed by all sub-committees formed as part of School Council.