

## **School Council Member's Duties**

Terms of Office: One year, from the time of election in September of the current school year to the following election in September of the next school year. Each Council Member has one vote except the Principal/Vice-Principal who do not vote.

### Duties of the Council Members:

The members of the Council are accountable to the parents they represent and MUST:

1. Maintain a school-wide perspective on issues
2. Regularly attend School Council Meetings
3. Participate in information and training programs
4. Act as a link between the Council and the community
5. Participate on committees and assist with tasks of the Council
6. Observe the Ministry's Code of Ethics and Council's established bylaws.

### Duties of the School Council Chair:

1. To call School Council meetings
2. To prepare meeting agenda and distribute
3. To chair the meetings
4. To ensure Minutes are recorded and maintained
5. To facilitate the resolution of conflict
6. to review Minutes and distribute
7. To participate as an ex-officio member of all committees established by Council.
8. Does not exercise the right to vote unless there is a tie.
9. To communicate with the Principal, School Board staff and trustees as required
10. To ensure that parents are consulted, fundraising meets School Board policies, and the Constitution is reviewed annually

### Duties of the Treasurer:

1. To maintain accurate financial records
2. To be responsible for bank liaisons (signing authority, cheques, account)
3. To provide monthly reports on Council's financial status
4. To prepare an annual financial report
5. To prepare books for yearly independent audit
6. To deliver books to auditor and to ensure their return
7. To be available for Executive consultation

### Duties of Secretary:

1. To record the Minutes of each Council Meeting
2. To regularly check council voicemail and email correspondence
3. To be available for Executives Consultation

### Duties of Committee Chairs:

1. To guide the activities of the committee
2. To call committee meetings as necessary
3. To prepare the reports for presentation to Council
4. To communicate with Council Chair regarding committee's activities
5. To advise, preferably in writing, the Treasurer of committee's financial activities