

## **School Council Executive Positions**

### **Chair/Co-Chair**

- Set up the agenda for each meeting in consultation with the school principal.
- Gather additional info. for the agenda
- Be the main spokesman at each meeting, ensure the meeting flows, ensure each person is heard and acknowledged, try to keep everyone on track, keep meetings timely if possible.
- Sign off on receipts for PAC for Marion if needed.
- Be visible at as many PAC events as possible.
- Be prepared to volunteer at any event that needs a volunteer.
- Attend joint board meetings if available.
- Be a spokesman for our school/ be a school representative.
- Be available to all parents/ admin/ other council members to have ideas heard
- Ensure motions are presented properly
- Assist in the coordination of events.
- Present historical information if it is available.
- Attend all PAC meetings. If unavailable for a meeting, coordinate another person to chair the meeting!
- Be involved in all School Council initiatives such as: organizing events, gathering volunteers, fundraising, purchasing items for events

### **Vice Chair:(If needed)**

- Assume above responsibilities of the chair/co-chair in his/her absence

### **Secretary (Recording Assistant):**

- Take minutes of each meeting.
- Pass around a sign-in sheet for all parents attending.
- Email the minutes to the school principal for review. Once they are approved the principal will post the minutes on our school website under the parent tab.

### **School Council Treasurer:**

- Obtain an updated print out of School Council accounts from the schools financial assistant, approximately 1 week in advance for the Council meeting.
- Review the status of each account (is it in the positive or negative) and ensure that all expected expenses have occurred.
- Summarize information for the meeting in a Treasurer's Report.
- Once Central Office has the books updated from the previous year (expect around November) check to see that the numbers the school has kept track

of and the numbers from Central Office align. If they do not compare reasonably well then investigate with the help of school administrators.

- Create and present a budget for the current school year using the current accounts as a guideline and creating new accounts as the current council sees fit.