



Kimberley Jr PS School Council

Executive Roles & Responsibilities

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 council meetings;
- ensure that minutes of 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 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 council
- follow standard reporting and accounting procedures

Skills required and/or skills you can gain: record keeping & accounting, presentation, organizational, 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 parents and staff to read

Skills required and/or skills you can gain: listening, speed writing, organizational, and accountability skills.

Communications Officer

The communications officer will:

- compile/manage regular communications from School Council to the school community via email, social media, the School Council newsletter and/or School Council portion of school newsletter.
- manage School Council website
- lead the Communications Committee (if applicable)
- frequent computer access required. Experience with WordPress, MailChimp and Microsoft Office a bonus but not required

Skills required and/or skills you can gain: writing, editing, web editing, graphic design, email marketing, social media managing

Sub-Committee Chair(s)

Each year, the School Council forms sub-committees to address specific issues such as fund-raising, parent 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: presentation, leadership, confidence, organizational, and mentoring skills.

Voting Members

The parent representatives are voting members who:

- participate on any committees established by the school council;
- contribute to the discussions of the school council;
- solicit the views of other parents 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 handbook](#).