

## **Chair**

The **Chair** presides at all meetings of the School Council and supervises all school activities. The chair is the official spokesperson of the School Council and summarizes the activities of the School Council in the preceding year in the annual report.

## **Vice-chair**

The **Vice-chair** assists the chair and undertakes tasks assigned by the **Chair**. In the absence of the **Chair**, the **Vice-chair** supervises the affairs and presides at any meetings of the School Council. In the event of resignation, incapacity or leave of absence of the **Chair**, the **Vice-chair** fulfills the **Chair's** responsibilities.

## **Secretary**

The **Secretary** takes accurate minutes of all School Council meetings and proceedings and duplicates and distributes them. The **Secretary** maintains a dated record of all the Executive Members of the School Council and their phone numbers, gives adequate notice of School Council meetings and Annual General Meetings, and maintains the files required to be held for seven (7) years.

## **Treasurer**

The **Treasurer** deposits all monies paid to the School Council into the bank, properly accounts for funds of the School Council, and keeps such books as may be directed. The **Treasurer** presents a full detailed account of receipts and disbursements to the School Council whenever requested, prepares the financial statements for the annual report, and, makes available the books and records for inspection by members at School Council meetings.

## **Teacher Representative**

The **Teacher Representative** seeks to understand the views of those constituents that elected or appointed them, and, communicates these views to the School Council. The **Teacher Representative** communicates on a regular and ongoing basis the activities of the School Council to the Teaching Staff. The **Teacher Representative** aids the Chair of the School Council and monitors and assists in any School Council committees.

## **Community Representatives**

The **Community Representative** acts as a liaison between the school and the Palliser-Bayview-Pumphill Community Association.

## **Key Communicator**

The **Key Communicator** facilitates information exchange between the CBE, the School, and the parents. They achieve this by interpreting the educational program to the community, seeking advice from the community, and representing the aspirations of the community for its children.

The **Key Communicator** participates in information/discussion sessions held throughout the year and reads materials circulated to **Key Communicators** during the school year. They later share this information with the School Council, other parents, and the Principal and community members.

They also assist members of the School Community and others in acquiring information, refer parents to the most appropriate contact(s) within the CBE in response to their individual needs for information or to resolve concerns, and provide individual feedback and input, as requested, on system issues and activities.

### **Parent Volunteer Coordinator (PVC)**

The **Parent Volunteer Coordinator** is the key contact for room reps, who manage most of the volunteer coordination and communication between parents and the school. The **PVC** ensures room reps provide teachers with lists of classroom parents to facilitate volunteer requests. The **PVC** distributes volunteer request forms, and provides lists of volunteers to special event or program coordinators. The **PVC** works with event and program coordinators to contact and confirm volunteers to positions and arranges for training and orientation of volunteers.

### **Education Association Liaison (EAL)**

The **Education Association Liaison** participates in information/discussion sessions held during the year, represents the School Council at the CoSC meetings, and reports new knowledge gained at these meetings back to the School Council. The **EAL** also attends any training offered by ASCA or other associations.

### **Fundraising Coordinator**

The **Fundraising Coordinator** works with the administration and the PAC to determine the fundraising events and to identify school and community building opportunities. The **Fundraising Coordinator** facilitates fundraising events and works closely with the **Parent Volunteer Coordinator** to recruit organizers and assistance for the events. The **Fundraising Coordinator** reports the outcome of all fundraising activities to the PAC and arranges transfer of moneys raised during fundraising events to the **Treasurer**.

### **Members-at-Large**

There are two **Members-at-Large** on the council. They attend all council meetings and are expected to participate in committees of the **PAC**.