



STURGEON HEIGHTS SCHOOL COUNCIL
ELECTED EXECUTIVE POSITIONS
ROLES AND RESPONSIBILITIES

School Councils are responsible in advising the principal and school board on various policies and practices that affect our school and student learning. The School Council is successful because of the parents who participate.

The School Council Executive is made up of the following positions and duties:

School Council Chair

- ✓ scheduling regular school council meetings
- ✓ preparing agendas for school council meetings in consultation with the principal
- ✓ chairing and maintaining meeting decorum
- ✓ ensuring that minutes are recorded and maintained
- ✓ ensuring agenda, minutes, correspondence, records and other school council documents (e.g., by-laws and operating procedures) filed in an orderly fashion and publicly accessible, in accordance with the Personal Information Protection Act
- ✓ communicating with the principal on a regular basis
- ✓ ensuring school council by-laws/operating procedures are current and followed
- ✓ ensuring roles and responsibilities are clearly defined
- ✓ soliciting input from all members
- ✓ staying informed about school board policy that impacts school council
- ✓ promoting teamwork between the school council, principal, and staff
- ✓ leading a school council self-evaluation

School Council Vice-Chair

- ✓ chair meetings, in the event the chair is unavailable
- ✓ work with and support the chair in agenda preparation
- ✓ promote teamwork and assist the chair in the smooth running of the meetings
- ✓ keep informed of relevant school and school board policies
- ✓ prepare to assume the responsibility of chairperson in the future

School Council Secretary

- ✓ act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the school council meeting
- ✓ ensure minutes, correspondence, records are provided to Chair in timely fashion
- ✓ provide minutes to school representative, post minutes to website, and
- ✓ ensure notices of meetings and other school council events are distributed

Parent Representatives

- ✓ attend school council meetings and report on programs and activities for their respective group (i.e. Primary – Grades 1 – 3)
- ✓ encourage feedback and participation from groups and individuals
- ✓ bring forward comments and suggestions from parents as it relates to their respective group