

## **Executive**

The *Regulation* refers to “the executive” of a school council, and requires the school community to decide what size and which positions are to be included. Generally, the “executive” are the primary members needed to ensure the operations of the school council are managed: chair, vice-chair, secretary and treasurer (if required).

Other positions may be filled by individuals considered to part of the “executive committee” or apart from it (at the discretion of the school community). These individuals may be called “officers” of the school council or have a title assigned; e.g. Communications Officer, Event Organizer, Reading Club Coordinator, Volunteer Officer, Fundraising Chair.

## **Member Roles**

### **School Council Chair**

It is expected that the school council chairperson will be a parent of a student attending the school. The chair should be someone who can work collaboratively and knows how to organize both programs and people. The chair should actively encourage others to become engaged in meaningful ways.

Typical chairing duties include:

- chair all meetings of the school council
- coordinate with the principal to establish meeting agendas
- ensure that the operating procedures are current and followed
- be the official spokesperson of the school council
- ensure there is regular communication with the whole school community
- stay informed about school board policy that impacts school council
- comply with the *School Councils Regulation* by providing the school board with an annual report that summarizes the school council’s activities for the previous school year, including a financial statement relating to money, if any, handled by the school council

### **Chair’s Relationship with the Principal**

The chair’s role is key to the success of the school council. An important responsibility is regular and ongoing communication with the school principal. This relationship of mutual trust and respect must be nurtured and supportive of common goals for the learning community.

### **Principal**

The principal is the instructional leader who manages the day-to-day operations of the school and is a key member on school council who promotes cooperation between the school and the community. As a provincially mandated member of the school council, the principal:

- may be identified as a member of the executive
- works in collaboration with the chair to prepare school council agendas
- supports the chair in running efficient school council meetings
- provides contextual information, as requested by the school council, on matters relating to the school
- seeks input from the school council, parents and community on major decisions that affect the school
- encourages and supports the formation and continuous improvement of school council
- interprets and shares results of provincial achievement tests and diploma exams
- enables the school council to provide input into the school’s education plan, policies and budget

### **School Council Participant Roles**

**Vice-Chair**

On some school councils, the role of chair is shared, either through the creation of co-chairing positions or through the chair's dependence on the vice-chair to undertake part of the work.

Typically, the vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair, supervise the affairs and preside at meetings of the school council.

**Secretary**

The school council secretary typically acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting.

**Treasurer**

If the school council is handling money, through fundraising activities or donations, the treasurer keeps accurate records of all financial transactions and ensure that records are available upon request of the school board or school community.

**Teacher**

Each school council must have at least one teacher representative, as per the legislation. A teacher representative contributes to a successful school council by sharing professional knowledge with school council members and presenting the teachers' perspective.

**Parents/Guardians**

Parents of children enrolled at the school form the majority of the members of school council, and:

- encourage participation of parents and representatives from the school community
- share their professional knowledge, expertise and life experience
- encourage feedback and participation from community groups and individuals
- communicate information of interest to the school council and the school community
- share information from school council meetings with the community
- have a clear understanding of the school council objectives
- attend school council meetings and create an inviting environment
- identify possible topics for agendas and recommend training sessions on school council effectiveness

**Community Member**

School councils are encouraged to have a community member attend meetings. The community representative can play a strong role in bringing the community perspective into the school. The member helps the school and school council build partnerships with the larger community and, in many instances, acts as a resource to promote cooperative ventures between community and school to enhance student learning.

**Student**

The student is the centre of the education system and, in high school, has an important role to play as a participant on school council. A student presents the student perspective on issues, helps with school policies, seeks other students' views to share with school council and communicates school council's information to fellow students.

**Education Community**

When everyone has a clear understanding of roles on school council, it fosters mutual respect and collaboration. Others have distinct responsibilities in the education environment, which school councils should be aware of and support as well.