

## Chair Duties

- Chair all meetings of the School Council;
- Coordinate with the Principal to establish meeting agendas;
- Communicate with the Principal on a regular basis;
- Decide all matters relating to rules of order at the meetings;
- Be the official spokesperson of the School Council;
- Have signing authority, if required, on any financial accounts together with the vice-chair and/or the treasurer;

## Vice-Chair's duties:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- Work with and support the Chair in agenda preparation;
- Assume responsibility, in consultation with the School Council, for communicating with the fundraising association or other parent groups within the School;
- Have signing authority, if required, on any financial accounts together with the Chair and/or the treasurer;
- Assist the Chair and undertake tasks assigned by the Chair.

## Secretary duties:

- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- Keep minutes, correspondence, records and other School Council documents; and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years;
- Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;

## Treasurer

- Keep accurate records of all financial transactions;
- Ensure that records are available upon request of the School Board or school community;
- Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- Have signing authority on any financial accounts together with the Chair and/or Vice-Chair;
- Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report;
- Supervise the affairs and preside at any meetings of the financial committee.