

Orde School Council – Who does What (Roles and Responsibilities)



The School Council is a collection of parents, school staff, community representatives and the principal who work in an advisory capacity to effect a safe, healthy, happy school that enhances student learning.

At the first School Council meeting each year, an election is held for Executive Positions (see below) on the Orde School Council. All parents are encouraged to come to the meeting, vote for the elected positions and/or run for any position that interests them. No experience is necessary for the Executive Positions but anyone who runs for office must be an Orde parent and commit to attending the monthly School Council meetings.

Executive Positions (elected)

1. Chair / Co-Chair

The chair (or co-chair if this role is shared) acts as the official representative of the School Council and leads the School Council meetings. The chair/co-chair will:

- ✓ prepare an agenda for each Council meeting;
- ✓ chair the Council meetings;
- ✓ ensure that minutes of the Council meetings are recorded and maintained;
- ✓ encourage consensus among School Council members & facilitate the resolution of conflict;
- ✓ establish sub-committees when deemed advisable;
- ✓ communicate with the school principal on behalf of the council, when appropriate.

Skills you can gain from this position: presentation, public speaking, mediation, leadership, confidence, organizational, and empowerment/mentoring skills.

2. Secretary

The secretary records and distributes meeting minutes. The secretary position can be shared by two individuals. The secretary will:

- ✓ attend all Council meetings
- ✓ take minutes at the meetings
- ✓ make note of any actions that arise from the Council meetings and identify the responsible individual(s) for each action.
- ✓ create an electronic file of the minutes for posting on the school website or bulletin board
- ✓ distribute the minutes to the chair, co-chair, and principal

Skills you can gain from this position: listening, speed writing, organizational, and accountability skills.

3. 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 you can gain from this position: record keeping & accounting, presentation, organizational, & accountability skills.

NonElected Positions

1. Sub-Committee Chair (appointed on a need basis)

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:

- ✓ co-ordinate the activities of their sub-committees
- ✓ report on their sub-committees at School Council meetings

Skills you can gain from these positions: presentation, leadership, confidence, organizational, and mentoring skills.

2. Parent Representatives (all Orde Parents)

All Orde parents are parent representatives on Council. They contribute to the School Council by:

- ✓ voting on Council business where a vote is required/desired
- ✓ participating on committees established by the school council;
- ✓ contributing to the discussions of the school council meeting;
- ✓ soliciting 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: <http://www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf>