

Franklin Public School Council Roles & Responsibilities

Updated November 2018

Mission Statement: School Council will work to complement Franklin Public School's vision and to provide an effective and proactive link between school staff, administration, and parents. School Council will provide an interactive informative forum which facilitates discussion and encourages parental participation in order to develop the best possible learning environment for our children.

CHAIR/CO-CHAIRS

- Prepare agenda, in coordination with the principal, and distribute one week prior to meeting date.
- Chair each council meeting, acting as facilitator to complete the agenda in a timely and productive fashion.
- Facilitate the resolution of conflict.
- Spokesperson for council and representative to the community, upon direction from council.
- Participate as "ex-officio" member of all committees established by council.
- Communicate with the school principal on behalf of council.
- Prepare and submit Year End Summary with assistance from council executive.
- Update School Council brochure with assistance from council executive.
- Review Roles & Responsibilities and Council By-Laws yearly to ensure accuracy and make revisions/amendments as necessary.

SECRETARY/SECRETARY ALTERNATIVE

- Take minutes at parent council meetings.
- Minutes must include the exact wording of any motions put to vote at council meetings.
- Email minutes to members of council and school Principal and Vice Principal at least one week prior to next council meeting date.
- Post copy of minutes on council bulletin board.
- Maintain one binder of minutes, agendas, and financial reports for council and school administration office (4 years).
- Forward an electronic copy (PDF) of approved minutes to school administration for inclusion on council website.
- Support the Chair/Co-Chairs, and Treasurer in completing the Year End Summary

TREASURER

- Attend each council meeting and provide a summary update of the council's finances.
- Liaise with the Fundraising Committee (if there is one).
- Maintain an updated financial statement indicating monies raised/expenses out.
- Provide a current copy of the financial statement to the council secretary to include in the school office binder.

- Provide a financial statement and support the Chair/Co-Chairs, and Secretary in completing the Annual Report.

PAST CHAIR

- Member of Executive with voting rights.
- Assists and/or gives advice to current Chair

COUNCIL MEMBERS

- Attend council meetings on a regular basis.
- Share ideas, questions and interests with council in a respectful and collaborative manner.
- Support the work and purpose of council.
- Keep informed about council committees, school programs

COMMITTEES

- Membership must include one member of current parent council.
- Any parent from Franklin can sit on a committee.
- Establish a clear objective of the committee.
- Bring forth issues and decisions to be voted on prior to implementation.
- Communicate goals, motivations and needs to school council.
- Keep council updated on progress.
- Inform Chair of any agenda items 10 days in advance of council meeting.
- Members must inform council treasurer of all requests for, or receipt of, any funds.
- Committees may request an operating budget for any activity, not to exceed the amount approved by council.

Committees may include the following:

Fundraising (e.g. QSP Magazine sales, Dance-a-thon, Elmira Poultry)

- Search out potential fundraising projects.
- Coordinate fundraising projects.
- Advertise and consult with sponsors for projects

Greening

- Assist in the maintenance of our natural garden area
- Work with school staff to coordinate a special event celebrating Earth Day

Parent Education/Wellness

- Plan and coordinate parent meetings related to school programs, parenting, nutrition, education.
- Provide a regular news/information item in the school newsletter Special Events.
- Plan and organize a community event(s).
- Advertise community events that promote fun for families.

Special Events

- Plan and organize a community event(s).
- Advertise community events that promote fun for families.