

Groh Public School School Council Roles

School Council Chair

The role of the Chair is to:

- Chair School Council meetings
- Provide leadership to the School Council and its members
- Monitor the implementation of School Council decisions
- Prepare a written agenda, in cooperation and consultation with the Principal, and distribute it to all School Council members at least one week prior to each meeting
- Ensure that the minutes of School Council meetings are recorded and stored in the School Council Handbook
- Ensure that a copy of all minutes and records of financial transactions are available to any person at the school
- Meet regularly with the school Principal to discuss agendas and School Council activities
- Establish additional School Council meetings as required
- Represent the School Council at the Waterloo Region Assembly of Public School Councils (WRAPSC) in the role of Assembly Representative or delegate this role to another parent/guardian representative on the School Council with the permission of the other members of the School Council (more information about WRAPSC can be found below).
- Consult with the parents/guardians in the school about matters under consideration.
- Consult with Board staff and trustees, as required.
- Work with the Principal to follow/establish election procedures for the following school year.
- Assist with maintenance of a list of volunteer positions at the school.

Time involved – Eight monthly meetings on a day during the third week of the month. Chair will be there from 6:30-9 pm. Childcare is available.

Regular time involved in communicating with the school principal or other parents. Much can be done electronically at any time of day.

Vice-chairperson

The role involves:

- Help School Council Chair with jobs listed above.
- Act for the School Council Chair when s/he is unavailable.
- Involvement in a School Council event or committee if possible.

Time involved – Eight monthly meetings on a day during the third week of the month. Childcare is available. Otherwise time commitment depends upon how the Chair and Vice-chair share duties.

Treasurer

The role includes:

- Budgeting – meeting with school administration and School Council co-chair to prepare the draft budget in consultation with School Council.
- Deposits – working with fundraisers to ensure that all monies received are verified and deposited in a timely manner.
- Payment of expenses – reviewing all payments made through WRDSB accounts and ensuring all are approved expenses.
- Reporting – preparing monthly reports for School Council.

Meetings – attending as many School Council meetings as possible to present budget information and provide updates to attendees.

Time involved – Attend as many of the eight School Council meetings as you can to share a budget update. About 5 hours a month done at the convenience of the treasurer (some months more, some less).

Secretary

The Secretary is responsible for: documenting the minutes from the monthly School Council meeting; having the minutes reviewed by Co-Chairs and Principal; and sending to the Head Secretary to publish on the web site. The minutes should document: attendees; motions put forward and whether they have passed or failed; key information from discussions; and follow-up actions assigned to attendees of the meeting.

Time involved – Eight monthly meetings on a day during the third week of the month. Secretary will be there from 7-9 pm. Child Care is available.

At any time of day the secretary can finish each meeting's minutes and share them electronically.

School Council Member-at-Large (10 Voting Members Needed)

- In addition to the executive positions described above, our school has voting members on its School Council. These are parent members who commit to attending Council meetings whenever possible, engaging in discussion at the meetings, and voting where necessary.
- The Members-at-large are elected/acclaimed at the first School Council meeting of the year.
- All Groh Public School parents are welcome to attend School Council meetings and engage in discussions even if they are not voting members.

Time involved – Attend as many of the School Council meetings as can. There are eight monthly meetings on a day during the third week of the month at 7 pm.

School Council Community Member

- Attend Groh Public School, School Council meetings and provide community input.

Time involved – Attend as many of the School Council meetings as can. There are eight monthly meetings on a day during the third week of the month at 7:00 pm.

Groh Public School School Council

CANDIDATE NOMINATION/DECLARATION FORM FOR SCHOOL YEAR 2018-2019

**Please return to Groh P.S. Main Office, Attention: Principal
by Wednesday, September 19, 2018 - 7:00 p.m. (first meeting of the school year)**

NOTE: Positions where one parent has expressed interest are acclaimed at this first meeting. Elections will take place on September 19, 2018.

NAME: _____

ADDRESS: _____

_____ POSTAL CODE: _____

HOME PHONE: _____ BUSINESS PHONE: _____

EMAIL ADDRESS: _____

I am the parent/guardian of the following student(s) who is (are) registered at Groh Public School for the school year 2018-2019.

NAME(S)	PRESENT GRADE(S)
_____	_____
_____	_____
_____	_____

I wish to declare my candidacy for an elected position as a parent representative on the School Council for one of the following positions:

**Chair; Vice-Chair, Treasurer; Secretary, Member-at-Large (10 positions);
Community Member.**

Position

Nominator (if applicable)

Candidate's Signature

Date