

Description of School Council Positions

Elected School Council positions:

Chair/Co-Chair: Set the agenda for and chair school council meetings. Liaise with the principal, staff, and various committee chairs. Manage communications to and from the council. Represent the school at WRAPSC meetings. (A WRAPSC delegate can be sent instead of the chair if needed.)

Secretary: Take minutes at the school council meeting and provide them to the chair for distribution. (Preferably within one week.)

Treasurer: Keep track of school council finances and report state of finances at meetings. Prepare a budget.

Committee chairs:

(Description of committees to follow.)

Fundraising Chair

School Grounds Chair

Events Chair

Home Reading

Unelected positions:

Fundraising committee member: Help decide what fundraisers we hold! You do not need to be on the fundraising committee to help run the fundraisers, but all committee members will be expected to help run the fundraisers.

Budget committee member (chaired by Treasurer; includes all elected members; optional for other council members; duties end Oct. 28): The budget committee will decide on a budget to present for council approval at the October meeting.

School Grounds committee member: Help decide the projects that need to happen *outside* the school, such as gardening, blacktop activities, and playground structures.

Events committee member: Help plan the non-fundraising events school council holds at the school. Currently planned: Science Fair, Math Night. Other family events or parent seminars are also possibilities.

Home reading committee member: Help to maintain/repair current home reading books, prepare new books for use, go through reading logs (not sure if this still happens). Usually one morning a week, after drop-off—committee chair will decide on exact duties and time commitment.

Note: You do not necessarily need to attend meetings to be a member of these committees. Communication via email with the chair is always a possibility

Other opportunities:

Lunch Sales coordinator: Coordinate with ESNS regarding lunch; distribute information regarding lunch products; manage volunteers to distribute lunch products.

Lunch Sales volunteer: Package and deliver milk/pizza/snacks (varies by day) to classrooms, and clean-up afterward. Need to be available for 11am-noon. You can do one (or more) day a week, or simply be put on the emergency back-up list.

WRAPSC (school council chair or designated replacement is the official voting representative, but any parent may attend)

Parent Involvement Committee at the board. See description. Application due Oct. 16 (4:30pm)