

**SCHOOL COUNCIL NOMINATION FORM
2013-2014**

September 3, 2013

Dear Smithson Community,

The Smithson School Council is an advisory group that is a vital part of this school's activities. The purpose of a School Council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education process to parents. In accordance with the provincial procedures and by-laws outlining of School Councils, an election for positions on the Smithson Public School Council, must be held within thirty days of the beginning of the school year.

Nominees are elected to Council first. Once the Council members have been elected through secret ballot, members indicate their preferred position and, in the event that more than one elected rep forwards their name for the same position, a secret ballot election is held. Elected positions are Co-chairs, Treasurer, Communications Rep, Secretary, Community Rep/Volunteer Coordinator and Fundraising. The only positions requiring previous Council experience are for that of Co-Chairs. Those seeking the Co-Chair positions must also commit to attending the bi-monthly meetings of the WRAPC (Waterloo Region Assembly of Public School Councils) of meetings and to share information from these meetings at monthly Smithson Council meetings.

Each parent/guardian seeking election can be nominated in writing, by another individual or can self-nominate. Both the nominator and the nominee must have a child registered at the school, and must declare whether he or she is employed by the Waterloo Region District School Board.

The election for positions on the School Council will take place on Monday, Sept. 16, 2013 at 6:30 p.m. in the school library. Once the election has been concluded, the first meeting of the School Council will follow immediately. School Council meetings are held on the third Monday of each month (subject to change) at 6:30 p.m. in the Smithson Library. Under legislation, School Councils must meet at least four times per year. All are welcome to attend Council meetings-you do not have to have to be in an elected position to attend. Council also has established committees which meet separately from the Council. These committees are Eco, Fundraising, Community Outreach and Social. You do not have to be a Council member to join.

All parents/guardians of Smithson students are eligible to participate in the election process as candidates and/or as voters. All are encouraged to attend this very important first meeting.

Completed nomination forms are due at the Smithson Public School office by Wednesday, September 11, 2013. A list of candidates and a brief bio will be posted on the Smithson website prior to the election. <http://smi.wrdsb.on.ca/>

Please find attached a brief description of the Council positions and the nomination form.

Sincerely,

Carolyn Graham
Principal

Positions that will be filled by the elected council are:

Co-Chair (2) *** must have at least one year of previous Council experience

- Arrange for meetings
- Prepare agenda with Principal
- Chair Council meetings in a non-biased, inclusive manner
- Ensure that minutes of Council meetings are recorded and maintained
- Co-Chair is responsible for records management, which includes maintaining an archive of Council documents (agendas, minutes, etc.), assisting in providing information for the Council bulletin board, and facilitating the transfer of documents from one Council to the next.
- write the annual report at the end of the year
- Facilitate the resolution of conflict
- Participate as ex-officio members of all committees established by the School Council
- Communicate with the school Principal on behalf of the Council
- Attend bi-monthly WRAPC meetings and share this information with Council
- ****time commitment*-2-3 hours per week apart from monthly Council meetings

Secretary(1)

- The Secretary of the Council is responsible for maintaining a full and accurate accounting of all School Council meetings through the taking of minutes.
- In conjunction with the Chair, he or she ensures the adequate notice of meetings and sets the meeting schedule for the school year.
- After each meeting, the Secretary distributes the minutes to all council members by email within seven days (7), to solicit feedback and edits. He or she then resends them for an email vote for approval before the next council meeting.
- The Secretary is responsible for all Council correspondence, which involves receiving incoming mail and distributing it to members' mailboxes, and sending out official notices and invitations as required.
 - Participate on any committees established by the School Council
 - Contribute to the discussions of the School Council
 - Solicit the views of the other parents and members of the community to share with the School Council
 - Observe the Council's code of ethics and established bylaws
 - ****time commitment*-2-3 hours per month apart from monthly Council meetings

Treasurer (1)

- In conjunction with the School Office manager, The Treasurer ensures safekeeping of the School Council finances in accordance with the policies and procedures of the WRDSB and provides accounting thereof, as required, to the Board and the Council.
- The role of the Treasurer is to set up and maintain a detailed record of all income and expenses along with accompanying receipts and invoices; to check the accuracy and consistency of monthly bank statements; and to report monthly to School Council on fundraising and other revenues and expenditures.

- Participate on any committees establishes by the School Council
- Contribute to the discussions of the School Council
- Solicit the views of the other parents and members of the community to share with the School Council
- Observe the Council's code of ethics and established bylaws
- ****time commitment-2-3 hours per month apart from monthly Council meetings*

Fundraising (2) ****two year term.* (Current fundraising team will be entering their second year in September)

- The Fundraising Coordinators are responsible for researching and implementing various fundraising activities within the school that have been selected and approved by the majority of the School Council Committee
- Engage in fundraising activities that are conducted in accordance with any applicable policies established by the board
- These activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board
- Participate on any committees establishes by the School Council
- Contribute to the discussions of the School Council
- Solicit the views of the other parents and members of the community to share with the School Council
- Observe the Council's code of ethics and established bylaws
- ****time commitment-* apart from monthly Council meetings, time may vary due to fundraising initiatives

Communications Rep(1)

- The Communication Rep takes input from all Council members and then lays out an article for the Smithson bi-monthly newsletter regarding School Council business and updates.
- The Rep often also adds his or her own content - council member profiles, updates on the year to date, or schedules of upcoming events.
- Responsible for keeping School Council's bulletin board, which is located just inside the school entrance, updated with School Council News, Board News and Council Minutes.
- Work with school staff member to provide School Council updates for posting on the School's website
- participate on any committees establishes by the School Council
- Contribute to the discussions of the School Council
- Solicit the views of the other parents and members of the community to share with the School Council
- Observe the Council's code of ethics and established bylaws
- ****time commitment-2-3 hours per month apart from monthly Council meetings*

Volunteer Coordinator (1)

- The School Council requires a base of volunteers for many activities The Volunteer Coordinator is responsible for building a database each fall of people within our school and local community who are willing to help. When we need parent volunteers, the coordinator contacts people and organizes the team to get the job done.
- Creates and distributes a volunteer survey and collates data
- May provide an orientation or package for new volunteers
- Participate on any committees established by the School Council
- Contribute to the discussions of the School Council
- Solicit the views of the other parents and members of the community to share with the School Council
- Observe the Council's code of ethics and established bylaws
- ****time commitment-2-3 hours per month apart from monthly Council meetings. May be busy at start of school year as names of volunteers are collected and processed*

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2013-2014**

I wish to nominate _____ for an elected position as a guardian/parent on the Smithson Public School Council

I wish to declare my candidacy for an elected position as a parent/guardian representative on the Smithson Public School Council.

Candidate's Name: _____

The candidate is parent/guardian of _____ who is currently registered at Smithson Public School.

Address: _____

Home Telephone: _____ Business Telephone: _____

The candidate is an employee of the Waterloo Region District School Board

Yes No

Nominator's Name: _____

Address: _____

Home Telephone: _____ Business Telephone: _____

The nominator is parent/guardian of _____ who is currently registered at Smithson Public School.

Nominator's signature: _____

Candidates Signature: _____

Date: _____

(You will be notified when the nomination form has been received)

A brief biography of the candidate should be completed on the back of this form or attached to it!