

School Council Member Roles

School Council Chair

The chair is typically a parent of a student at the school. This person should be collaborative, organized, and able to motivate others to participate meaningfully in school council activities.

Typical Responsibilities:

- Chair all school council meetings
- Coordinate with the principal to set meeting agendas
- Ensure school council operating procedures are current and followed
- Act as the official spokesperson for the council
- Maintain regular communication with the entire school community
- Stay informed about school board policies affecting the council
- Submit an annual report to the school board summarizing council activities and finances

Chair's Relationship with the Principal:

The chair works closely with the principal to support shared goals for the school. This relationship should be based on mutual trust, regular communication, and a commitment to a strong learning community.

Vice-Chair

Supports the chair and may share responsibilities or assume duties when the chair is unavailable.

Key Duties:

- Fulfill the chair's role in case of resignation, absence, or incapacity
- Preside over meetings in the chair's absence
- Assist with other duties as needed

Secretary

Responsible for maintaining accurate records of school council meetings.

Key Duties:

- Record and prepare meeting minutes
- Ensure minutes reflect decisions and actions accurately

Treasurer

Manages financial transactions if the school council handles funds through fundraising or donations.

Key Duties:

- Maintain accurate financial records
- Provide records upon request to the school board or community