

# STAVELY PARENT COUNCIL ROLES AND RESPONSIBILITIES

ADOPTED NOVEMBER 4, 2009

## Chair

- Call regular meetings
- Plan and prepare agenda for meetings in conjunction with the secretary
- Facilitate, chair and maintain meeting decorum
- Ensure minutes are recorded & maintained
- Communicate/report to the principle on a regular basis
- Ensure there is regular communication with the school community beyond who attends meetings
- Act as a spokesperson for council
- Follow existing school council by-laws and operating procedures
- Ensure roles and responsibilities are clearly defined
- Solicit input from all members
- Stay informed about school board policy that impacts school council
- Strive to ensure the diversity of the school community is represented on council
- Promote teamwork between the school council, principle and staff
- Complete and present an annual report to the school board. (lead a school council self evaluation)
- Act as official spokesperson for council
- General supervision of all school council activities
- Preside and participate in all meetings of council
- The chair shall serve as AHSC rep and attend area meeting(s)

## Vice Chair

- The Vice chair shall assist the Chair with duties as assigned and in the absence of the Chair, assumes the duties of the Chair.
- Aid the chair and undertake tasks that are assigned by the Chair

## Secretary

- Keep accurate minutes and records of meetings
- Assist Chair in preparing meeting agendas
- Maintain a dated record of all council members with addresses
- The secretary shall be responsible for taking care of all correspondence and communication
- Chair the communication committee

### Treasurer

- The treasurer shall be responsible for keeping all financial transactions of the council, chairing the financial committee, presenting an account of the funds to the members and preparing the accounts for auditing
- Supervise the affairs and preside at any meetings of the financial committee.
- Be responsible for the deposits of all monies paid to the school council in whatever bank, trust company, credit union, or treasury branch the council may order.
- Properly account for funds of council and keep such books as may be directed; and present a full detail account of receipts and disbursements to the council whenever requested and prepare the financial statements for annual report.

### Parents

Parents of children enrolled at the school form the majority of the members of school council. Parents are key members of school council who:

- Operate with a philosophy that enhances the team approach to education and community development, viewing the school and the family as a working team
- Share their professional knowledge, expertise and life experience with other school council members
- Encourage feedback and participation from community groups and individuals
- Keep current on community events
- Communicate information of interest to the school council and the school community
- Share information from school council meetings with the community
- Have a clear understanding of the school council's goals
- Maintain flexibility while planning to achieve goals
- Respect confidentiality
- Contact other school councils for support and information
- Attend school council meetings
- Identify topics for agendas
- Work toward building a positive consensus within the school environment
- Make recommendations for and attend training sessions on school council effectiveness
- Create an inviting school council environment

### Teacher(s)

Each school council must have at least one teacher representative. The teacher on school council:

- Promotes a collaborative, collegial model of decision making at the school and for the school council
- Provides support for the decisions of the school council
- Shares professional knowledge with other school council members
- Encourages parents and community members to become involved in school activities
- Shares school council activities and information with other staff, parents and community members
- Follows the code of ethics and professional protocols set out by the Alberta Teachers' Association
- Represents the teachers' perspective

### **Community Member**

School councils are encouraged to have a community member attend meetings. The community representative can play a strong role in bringing the community perspective into the school. The member helps the school and school council build partnerships with the larger community and, in many instances, acts as a resource to promote cooperative ventures between community and school to enhance student learning.

### **Students**

- As we are not a High school student involvement is limited however any suggestions made by students to the board will be looked at by parent advisory committee

## **Roles and Responsibilities beyond School Council**

### **Superintendent and Superintendent of a Charter Board**

The superintendent, as the chief executive and educational officer of the board/charter board, is responsible to the board/charter board and to the minister of Education for the overall achievement and success of the students within the jurisdiction or charter school.

As such, the superintendent:

- Plays a key role in establishing accountability measures for the jurisdiction or charter board
- Upholds the *School Act*, *School Councils Regulation* and related policies
- Implements policies regarding the operation of school councils and plays an instrumental role in assisting with their formation and operation

### **School Boards and Charter Boards**

The school board consists of elected community members (i.e., trustees) who determine policy and set goals and directions to guide education in the school jurisdiction. A charter board consists of members that are appointed to the board. The board member can bring the boards' perspective and information, as an invited guest, at school council meetings. The school board or charter board:

- Determines the vision and overall priorities of educational programs the community/charter community needs and wants and endeavors to provide such programs
- Makes and implements policies respecting school councils, subject to the *School Councils Regulation*
- Provides a school council with an opportunity to offer advice on the development of the school's mission, vision, philosophy, policies, annual education plan, annual results report and budget
- Provides the school council with the school's provincial testing program results and other provincial measures and a reasonable interpretation of those results and measures
- Allows school council, at reasonable times, free and full access to timely and accurate information of the board that is publicly available, including board policies and minutes of board meetings
- May appoint a member to attend school council meetings