

Maple Ridge Elementary School School Council Role's and Responsibilities

Chair/Co-Chair:

- Calls & chairs monthly Council meeting
- Prepares meeting agenda, ensures Council minutes are maintained
- Participates in information & training programs
- Communicates with school community, Board & Trustee as required
- Participates in extra Board & Council meetings on a regular basis
- Prepares annual school Council report, grant proposals & feedback reports
- Ensures all Council documentation is up-to-date
- Acts as signing officer for the Council

Secretary:

- Ensures minutes & agenda are circulated to all members
- Maintains an accurate account of Council meetings, ensures documents are signed
- Prepares correspondence if needed
- Ensures safe-keeping of Council records
- Ensures minutes for current school year are accessible to school community

Treasurer:

- Ensures the safe keeping of Council finances in accordance with policies & procedures of the Board
- Provides monthly updates & an annual financial report
- Ensures there is an annual audit performed on the financial report
- Participates in all Council activities involving finances
- Acts as a signing officer for the Council

Communications Coordinator:

- Develops a communication plan for the current school year
- Liaises with sub-committees to ensure consistent messaging to the school community
- Prepares Council updates to be included in school newsletter
- Maintains the Council's email account

Fundraising Coordinator:

- Oversees the fundraising activities for Council
- Manages fundraising committee *ie.* Organizing & communicating with volunteers, chairing meetings to discuss initiatives, Lead coordinator for Family Fun Day.
- Develops fundraising plan for the academic year
- Appoints leaders to each of the fundraising events
- Works with Communications Coordinator

Council Member-at-Large:

- Participates in monthly Council meetings
- May participate in information and training programs
- Acts as a liaison between the Council & community
- Encourages participation of parents to increase parent involvement
- Supports & aids in Council initiatives throughout the year