

- Election of Executive Members
 - **Chair** – It is expected the School Council Chair parent of a student(s) attending the school. Unless otherwise delegated, the Chair of the School Council will:
 - Chair all meetings of School Council;
 - Coordinate with the principal to establish meeting agendas;
 - Communicate with the principal on a regular basis;
 - Call regular School Council meetings;
 - Decide all matters relating to rules of order at the meetings;
 - Follow existing School Council operating guidelines;
 - Ensure minutes are recorded and maintained;
 - Have general supervision of all activities of the School Council;
 - Ensure there is regular comms with the school community, beyond those who attend meetings;
 - Stay informed about school board policy that impacts School Council;
 - Have signed authority on any financial accounts together with the Treasurer and Vice Chair;
 - Submit an annual report in conformance with the Regulations;
 - Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council
(http://www.qp.alberta.ca/1266.cfm?pafe=P06P5.cfm&leg_type=Acts&isbncln=9780779762507);
 - Assume responsibility consulting with the School Council and comms with the fundraising society of other parent groups within the School
 - **Assist Chair** – Unless otherwise delegated, the Vice Chair of the School Council will
 - Assist the Chair with duties as assigned:
 - Have cheque signing authority with the Chair and Treasurer;
 - Will be liaison for all delegates ad-hoc sub committees;
 - In the absence of the Chair, assume the Chair duties;

- **Secretary** – Unless otherwise delegated, the Secretary of the School Council will;
- Record at all meetings accurate minutes reflecting directions as agreed by School Council at all meetings;
- Keep minutes, correspondence, records and other School Council documents;
- Maintain a dated record of all the members of the School Council in attendance at each meeting who have provided their contact information, in compliance with PIPA;
- Distribute notices of meetings and other School Council events as required;
- Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School and/or on the website.
- In the absence of the secretary, the School Council shall choose a recording secretary for the meeting;

- **Treasurer** – Unless otherwise delegated, the Treasurer of the School Council will:
- Keep accurate records of all financial transactions;
- Ensure the records are available upon request of the school board or public;
- Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- Have signed authority on any financial accounts together with the Chair and Vice Chair and School Administration;
- Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report.

