



# Parents are important



**Please note that the following are *suggestions*, not requirements.**

**Each School Council is established according to their own operating bylaws or by mutually agreed upon structure if no operating bylaws exist.**

These suggestions are based on methods used in many schools to increase involvement in School Council, thereby providing effective representation of the voice of the school community.

## **School Council and the Roles of its Representatives**

**A School Council is a collective association of parents, teachers, principal, staff, and sometimes community representatives and student representatives who work together to promote the well-being and effectiveness of the entire School Community and thereby *enhance student learning*. A School Council is a means to facilitate active and meaningful involvement for all the concerned participants in the School Community. It provides an opportunity for stakeholders to come together for genuine dialogue and collaboration regarding enhancing the education system—most predominantly at the local school level.**

**Chair:** The chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the Council, and generally supervising the Council.

**Past Chair:** The outgoing chair shall assist the new chair in acquiring the knowledge and skills necessary to successfully fill the position of chair.

**Vice-Chair:** The vice-chair shall assist the chair with duties as assigned and, in the absence of the chair, assume the duties of the chair.

**Secretary:** The secretary shall be responsible for keeping and distributing accurate minutes and records of the meetings, taking care of correspondence and communication, and keeping an accurate list of names and addresses of the Council members.

**Treasurer:** The treasurer shall be responsible for keeping all financial transactions of the Council, presenting an account of the funds to the members and preparing the accounts for auditing.

**Student Grade Reps. (Usually only in high schools and may be elected by peers)** – The student has a crucial role to play as a participant on School Council. The attitudes and values the student brings to Council will help influence the decisions made, and therefore help determine the direction of the School. The student's role on School Council may include:

- i) helping to design policies
- ii) advocating for a strong School Council
- iii) seeking student views to share with the School Council
- iv) communicating information back to fellow students

**Principal's Role:** To serve as a member of School Council and

- i) to promote an environment of trust in a collaborative, collegial approach to decision making
- ii) to promote the activities and mandate of the School Council
- iii) to assist the School Council in its operation and develop effective two-way communication
- iv) to provide pertinent information to, and communicate with, the School Council

**Teacher Rep:** The Teacher shall actively seek to understand and communicate the views of the staff who elected them and:

- i) communicate the views of School Council to the Teachers who elected them to the School Council.
- ii) communicate, on a regular and ongoing basis, the activities of the School Council to the Teachers who elected them.
- iii) aid the Chair and the School Council and assist in any School Council committee.
- iv) encourage Parents and the School Community to become involved in school activities.

**Community Rep:** The Community Representative shall act as liaison with the wider community.

**\*\*\*NOTE: SOME SCHOOL COUNCILS INCLUDE PARENT GRADE REPS, MEMBERS IN COMMON AND LIAISONS IN THEIR STRUCTURE TO HELP INCREASE INVOLVEMENT AND TO OBTAIN A BROADER SPECTRUM OF IDEAS, OPINIONS AND INFORMATION SHARING AMONG STAKEHOLDERS.**

**Parent Grade Reps:** (Usually have a student in the grade they represent) – The Grade Representatives shall actively seek to understand the views of the parents in their assigned grade and:

- i) communicate the views of the Parents of their grade to the School Council.
- ii) communicate, on a regular and ongoing basis, the activities of the School Council to the Parents of their grade.
- iii) aid the Chair and undertake tasks assigned by the Chair or the School Council and assist in any committee so assigned by the School Council.

**Members in Common:** (Usually have a student in the feeder school and the receiving school) – The Members in Common shall actively seek to understand the views of the School Councils they are involved in and:

- i) serve as liaisons between the feeder Schools and the receiving School Council.
- ii) communicate, on a regular and ongoing basis, the activities of the Feeder School Council to the receiving School Council and the activities of the receiving School Council to the Feeder School Council.
- iii) aid the Chair and undertake tasks assigned by the Chair or the School Council and assist in any committee so assigned by the School Council.

**Liaisons to other school groups (such as fundraising organizations, travel club, band, etc.):**

- i) The (volunteer group) Liaison shall communicate, on a regular and ongoing basis, the views and activities of the (volunteer group) to the School Council and
- ii) communicate, on a regular and ongoing basis, the activities of the School Council to the (volunteer group)
- iii) offer any special skills or expertise that might benefit the School Council or the greater School Community.

**ASCA PAL (Alberta Home and School Councils' Association Provincial Association Liaison):**

- i) The Provincial Association Liaison shall serve as a liaison between the Alberta Home and School Councils' Association and the School Council.
- ii) communicate, on a regular and ongoing basis, the views and activities of the Alberta School Councils' Association to the School Council and
- iii) assist the School Council in communication with the Provincial Association and
- iv) offer any special skills or expertise that might benefit the School Council or the greater School Community.

*All members listed above are expected to attend regular monthly meetings.*

**Members at Large: All parents of students at any school are automatically 'members' of the School Council. If you do not hold one of the suggested voting positions, you are still a part of School Council. Everyone in the School Community is not only welcome, but encouraged to attend all regular School Council meetings.**