

## **October 2015**

Here are the explanations of roles and duties of school council. The following come from our Constitutions and By-Laws.

### **VII. DUTIES OF THE OFFICERS**

Chairman:

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.

Vice-Chairman:

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

The Secretary:

The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members.

The 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.

### **VIII. CONSTITUENCY ELECTED OR APPOINTED MEMBER:**

Unless determined otherwise by the School Council, the duties of the Members elected or appointed by the Constituencies shall be as follows:

i) **Grade Representatives**

The Grade Representatives shall actively seek to understand the views of those constituents who elected them and:

- communicate the views of the Parents of their grade to the School Council.
- communicate, on a regular and ongoing basis, the activities of the school Council to the Parents of their grade
- 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.

ii) **Teacher Representative(s):**

The Teacher shall actively seek to understand the views of those constituents who elected them and:

- communicate the views to the Teachers who elected them to the School Council;
- communicate, on a regular and ongoing basis, the activities of the School Council to the Teachers who elected them;
- aid the Chair and the School Council; and,

- assist in any committee so assigned by the School Council.

iii) **Community Representative:**

The Community Representative shall act as liaisons with the wider community.

iv) **Participarent Representative**

Act as liaison between Participarent group and Harry Balfour School Council with matters of common interest

v) **PWA Parent Liaison**

Act as liaison between Peace Wapiti Academy School Council and Harry Balfour School Council