

Roles and Responsibilities of School Council Members

Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.

1. Chair

- 1.1 communicate with the school principal;
- 1.2 call school council meetings;
- 1.3 prepare the agenda for school council meetings
- 1.4 chair school council meetings
- 1.5 ensure that the minutes of school council meetings are recorded and maintained
- 1.6 participate in information and training programs
- 1.7 ensure that there is regular communication with the school community
- 1.8 consult with senior board staff and trustees, when requested

2. Council Members

- 2.1 maintain a school-wide perspective on issues
- 2.2 participate in council meetings
- 2.3 participate in information and training programs
- 2.4 act as a link between the school community council and the community
- 2.5 encourage the participation of parents from all groups and of other people within the school community

3. The Principal

- 3.1 facilitate the establishment of the school council and assist in its operation
- 3.2 support and promote the council's activities
- 3.3 seek input from the council in areas for which it has been assigned advisory responsibility
- 3.4 act as a resource on laws, regulations, board policies, and collective agreements
- 3.5 obtain and provide information required by the council to enable it to make informed decisions
- 3.6 communicate with the chair of the council, as required
- 3.7 ensure that copies of the minutes of the council's meetings are kept at the school
- 3.8 assist the council in communicating with the school community
- 3.9 encourage the participation of parents from all groups and of other people within the school community