

# Pine Street Elementary Needs You!!!!

The School Advisory Council is an avenue for two-way conversations to occur between parents/guardians and the principal. It allows the principal the opportunity to seek advice from parents and guardians on school policies and other matters that directly affect the school community.

The School Fundraising Society provides an opportunity for parents/guardians to facilitate fundraising activities for the school that can enhance the educational programming for our students above the basic level provided by Alberta Education.

**WE NEED YOUR HELP!** All executive positions are open and need to be filled for the School Advisory Council and the School Fundraising Society. If you can lend a hand, please attend our next meeting on September 13, 2022, where an election will happen.

Together, we can do great things at Pine Street to benefit our students. The great events and activities that occur here such as hot lunch, movie nights, and school dances are run by these amazing volunteers. Without school council and the fundraising society support, these activities may not happen.

## Positions that need to be filled at our September 13<sup>th</sup> Meeting

### School Council

- Chair, Vice Chair, Secretary

### School Society

- Chair, Vice Chair, Treasurer, Secretary

### Roles and Responsibilities

#### **Chair**

It is expected that the chairperson will be a parent of a student attending the school. The chair should be someone who can work collaboratively and knows how to organize both programs and people. The chair should actively encourage others to become engaged in meaningful ways.

Typical chairing duties include:

- chair meetings
- coordinate with the principal to establish meeting agendas
- ensure that the operating procedures are current and followed
- be the official spokesperson of the school council or society

- ensure there is regular communication with the whole school community
- stay informed about school board policy that impacts school council
- comply with the *School Councils Regulation* by providing the school board with an annual report that summarizes the school council's activities for the previous school year, including a financial statement relating to money, if any, handled by the school council/society

### **Vice-Chair**

On some school councils, the role of chair is shared, either through the creation of co-chairing positions or through the chair's dependence on the vice-chair to undertake part of the work.

Typically, the vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair, supervise the affairs and preside at meetings of the school council.

### **Secretary**

The school council secretary typically acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting.

### **Treasurer**

If the school society is handling money, through fundraising activities or donations, the treasurer keeps accurate records of all financial transactions and ensure that records are available upon request of the schoolboard or school community.

### **What School Councils are Not**

As the primary role is advisory

Roles that are **not to be taken on** by a school council include:

- school governance
- employment issues
- school management
- listening to complaints

For more information please see the link to [School Council Resource Guide, Alberta School Councils' Association](#)