

Gledhill School Council

Overview of Roles for September 2017 Council Elections

Overview

In accordance with the Gledhill School Council (the Council) and Ontario legislation specific to school councils, elections will be held for specific Council roles within 30 days after the start of each school year (i.e. late September or early October). A brief description of each role is provided below.

Your involvement in the school and on the Council is important and appreciated!

Parental involvement in a child's education has been shown to have a significant effect on his or her achievement.¹

Please note the following:

- All Parents/Guardians of a student enrolled at Gledhill are automatically designated as a Parent Member of the Council and have the right to vote on Council-related issues and elections.
- The term of office for each role is one calendar year (i.e., September to September). The roles require attendance at most school council meetings and may require discussion and updates to be provided at the Council meetings.
- The three mandatory positions on the Council are Chair/Co-Chair, Secretary and Treasurer. The additional roles outlined below reflect the current needs of the school, the community, and the Council and may change over time.
- Additional information about the Council can be found at: <http://gledhillguardian.com>.

Role Descriptions

Chair / Co-Chair – provides leadership and guidance to the Council, liaises with the Principal and Vice Principal on School Council related matters, and represents the Council at external Toronto District School Board (TDSB) meetings, as required. Please see the specific responsibilities of this role at the end of the document.

Secretary – provides organizational oversight for the Council, including attending and taking minutes at each School Council meeting, preparing these minutes for draft review, and assisting in the creation and sharing of meeting agendas. The Secretary also ensures that agendas and minutes are shared on the School Council website. Please see the specific responsibilities of this role at the end of the document.

Treasurer – responsible for maintaining the School Council financial records including issuing cheques, making bank deposits, preparing financial statements (including annual statements to the TDSB), and bank account reconciliations. The Treasurer is a signatory on the bank account. Please see the specific responsibilities of this role at the end of the document.

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Parent Engagement Chair – leads activities to inform and gain input from parents regarding activities of the Council, the school, and the TDSB. The Parent Engagement Chair also acts as a point of contact to assist parents, if/when required, by providing information about Council and school activities and connecting parents with available resources.

Communications Chair – works with and provides leadership to a Communications Committee made up of other parents to communicate Council, school and TDSB information to the Gledhill community of parents and teachers, using a variety of communications channels (website, twitter, school bulletin board, etc.).

Fundraising Chair – oversees and coordinates fundraising activities by organizing and implementing a fundraising plan and working with fundraising leads and committees for various fundraising initiatives. Funds raised via this role are key to student enrichment activities at Gledhill.

Grants Chair – seeks out available grant opportunities, determines if the grant would be advantageous to the school, and leads the preparation and submission of grants on behalf of the Council, with input and support from various people (parents, teachers, Principal/Vice Principal), as required.

Healthy Kids Chair – plans for and implements initiatives, with input and support from the School Council, with the aim to support and improve the health and wellbeing of students at Gledhill.

School Improvement Chair – determines opportunities for the Council to assist Gledhill in improving the physical space at the school and leads any improvement efforts on behalf of the Council.

Volunteer Chair – oversees the recruiting of volunteers for Council events, including fundraisers and activities, and works with event leads to ensure that events are supported by volunteers, as required.

Parent Class Representatives Chair – leads and coordinates classroom specific communications which require a network of classroom representatives. The classroom representatives (2 per classroom) facilitate communication with parents in each classroom on issues such as class trips, classroom volunteer opportunities, and gifts for teachers, as applicable.

Ward and School Advocacy Chair – attends Ward 16 School Trustee meetings and other related meetings, if required, and reports back to the Council on relevant information and learnings.

Eco Chair – plans for and implements eco initiatives at the school with input and support from the School Council, and may support current eco school initiatives such as assisting with the school garden.

Governance Chair – is responsible for planning for and overseeing the Council elections as per the legislative and School Council Bylaw requirements.

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Specific responsibilities for Chair/Co-Chair, Secretary and Treasurer (from Council Bylaws)

The specific responsibilities for the three mandatory positions are outlined in the Council bylaws and are also listed below for reference.

Chair / Co-Chair

1. Set Council meeting dates for the year, as well as the first Council meeting for the following year, in consultation with the school Principal and Parent Members.
2. Organize Council meeting agendas in consultation with the school principal and council members.
3. Chair Council meetings, allowing for both individual and small-group input during discussions. Maintain meeting order and timelines, focusing on the agenda and priorities.
4. Ensure democratic procedures for decision making and conduct of the Council.
5. Meet regularly with the Principal on matters relating to the business of Council.
6. Encourage maximum involvement of the Council members.

Secretary

1. Ensure that Council meeting details are communicated to Council members and that a meeting reminder is sent one week prior to each meeting date.
2. Keep minutes of the Council meetings and seek approval by the Council Chair and Principal within one week of the meeting date.
3. Ensure that agendas and minutes are posted in the school and online in an area accessible to the school community. Minutes should be made publicly available within two weeks of each council meeting.
4. Maintain a complete set of meeting minutes, Bylaws and any policies passed by the Council or school community.
5. Organize babysitting and interpreters for Council meetings.
6. Organize refreshments for Council meetings.
7. Prepare an annual report. The annual report will summarize the council's activities.
8. Keep a list of all users and passwords for websites used by council.
9. Chair Council meetings if Council Chair(s) are absent.

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Treasurer

1. Maintain financial records of the Council.
2. Provide the Principal with monthly Council account balances and account activity and provide a status report at each Council meeting.
3. Count money raised and keep records of Council fundraisers.
4. Coordinate with and seek approval from the Council and the school Principal regarding disbursement of Council funds.
5. Complete and submit the required Toronto District School Board documentation, including a School Council Financial Plan (at the beginning of the year) as well as a year-end Toronto District School Board Non-Board Funds accountability form.