
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/guardians, students, staff, trustees or other council members.

1. Responsibilities of the chair/co-chair include:
 - 1.1 communicate with the school principal;
 - 1.2 prepare the agenda for school council meetings in consultation with the school principal;
 - 1.3 chair school council meetings;
 - 1.4 ensure that the minutes of school council meetings and records of all financial transactions are recorded and maintained;
 - 1.5 participate in information and training programs;
 - 1.6 ensure that there is regular communication with the school community;
 - 1.7 consult with senior board staff and trustees, when requested;
 - 1.8 participate in establishing by-laws;
 - 1.9 act in accordance with the school and board Code of Conduct; and,
 - 1.10 shall abide by board policies and procedures.
2. Responsibilities of the council members include:
 - 2.1 participate in council meetings;
 - 2.2 participate in information and training programs;
 - 2.3 act as a link between the school council and the community;
 - 2.4 participate in establishing and following by-laws;
 - 2.5 act in accordance with the school and board Code of Conduct; and,
 - 2.6 shall abide by board policies and procedures.

3. Responsibilities of the principal include:
 - 3.1 facilitates the establishment of the school council and assists in its operation;
 - 3.2 supports and promotes the council's activities;
 - 3.3 consults with the school council on the development and implementation of school action plans;
 - 3.4 consults with the council in any areas identified by the council as a priority;
 - 3.5 acts as a resource regarding the *Education Act*, regulations and board policies relevant to the functions of the council;
 - 3.6 obtains and provides information required by the council to enable it to make informed decisions;
 - 3.7 communicates with the chair of the council, as required;
 - 3.8 ensures that copies of the financial records and minutes of the council's meetings are kept at the school and available for examination;
 - 3.9 encourages the participation of parents/guardians from all groups and other individuals within the school community;
 - 3.10 provides for prompt distribution to school council members any materials received from the Ministry of Education identified for council members and posts same;
 - 3.11 attends (or designates a replacement) every school council meeting;
 - 3.12 does not vote in votes taken by the school council or council committees; and,
 - 3.13 participates in establishing the by-laws.