



## **SCHOOL COUNCIL ANNUAL NOMINATIONS**

### **May 2011**

### **for School Year 2011/2012**

There are several executive positions available for consideration on School Council. See below for a brief description of each position a parent/guardian is eligible to fill.

#### **Executive Committee**

##### **Chair – One Position**

- Prepare agenda in consultation with Principal and Council members
- Chair School Council Meetings
- Lead and assist Subcommittee Chairs with projects and documentation
- Consult Weekly with Principal
- Oversee & Lead Council Initiatives and activities
- Responsible for volunteer recruitment and parent/guardian communication
- Responsible to complete all annual reports, community requests and board documentation
- Responsible for overseeing executive and ultimately responsible to assume roles that are not filled on the executive.
- attend and participate in information and training programs and consult with board staff and trustees as required
- Responsible to lead the General Fundraising Sub-Committee if a parent member is not available

##### **Vice-Chair – One Position**

- Assumes duties of the Chair in his/her absence
- Responsible to lead the Educational Sub-Committee if a parent member is not available
- Assist Chair in executing responsibilities

##### **Secretary – One Position**

- Collaborate with Chair and Sub Committee Chairs to prepare Monthly information for the Aberfoyle Newsletter – Responsible for execution of the Newsletter Copy
- Record minutes at the school council meetings and distribute to council members
- Assist with Documentation Development (Parent / Guardian ) Communication
- Responsible for development and execution of all Council Correspondence
- Place master copy of all meeting documents in School Council binder
- Arrange for an executive member to record minutes in his/her absence at a meeting

##### **Treasurer – One Position**

- Prepare a Preliminary Budget with executive and Administration for the second council meeting
- Responsible for providing "Revenue" project results to Council and Secretary
- Responsible for monthly presentations outlining spend and revenue forecasting for committee.
- collect, count and deposit all money made through fundraising
- pay all bills/invoices and balance bank statement
- prepare annual report for principal, school community and the board



## **Sub-Committee Coordinators**

### **Events & Programs Coordinator – One Position**

- Lead a group of Volunteers
- Coordinate Monthly Meetings (At existing Parent Council Meetings)
- Ensure Execution of Activities
- Work with Chair and Administration
- Determine Meeting Objectives
- Lead execution of objectives and tasks

### **Educational Initiatives Coordinator – One Position**

- Lead a group of Volunteers
- Coordinate Monthly Meetings (At existing Parent Council Meetings)
- Ensure Execution of Activities
- Work with Chair and Administration
- Determine Meeting Objectives
- Lead execution of objectives and tasks

### **General Fundraising Coordinator – One Position**

- Lead a group of Volunteers
- Coordinate Monthly Meetings (At existing Parent Council Meetings)
- Ensure Execution of Activities
- Work with Chair and Administration
- Determine Meeting Objectives
- Lead execution of objectives and tasks

### **General Parent Member – Maximum of 8 Members (15 Includes all Members)**

- Required to attend a minimum of 4 meetings
- Required to join a Sub Committee
- Volunteer time
- Participate in Council Meetings

### **Community Representative – Maximum of 2 Members**

- Required to attend a minimum of 4 meetings
- Required to join a Sub Committee
- Volunteer time
- Participate in Council Meetings



## SCHOOL COUNCIL ANNUAL NOMINATIONS

The time of year has arrived when we ask parent/guardians/grandparents of children registered at Aberfoyle Public School to consider parent membership on School Council for the School Year (September 2011 to June 2012)

*The council is a non-profit organization and shall operate without financial gain for itself or its members.*

### **Purpose**

The purpose of School Council is to work co-operatively with school administration, teaching staff, and the parent community to improve student learning.

The purpose of the School Council is to improve pupil achievement and accountability of the education system to parents through the active participation of parents.

Council will organize parent/community volunteer activities in support of the school and promote a safe, enjoyable learning environment for our students.

Council will work together to improve the financial resources of our school to support the Ontario Curriculum.

### **How can you get involved?**

There are many ways to be involved with our school community.

1. Join School Council as a member
2. Register to provide "Business Contacts"
3. Register to provide "Expert Advice"

Thank you for taking the time to review our School Council roles and responsibilities and I hope you will consider getting involved.



----- Return to School Council/School Office by - **May 20th, 2011** -----

**SCHOOL COUNCIL PARENT SELF-NOMINATION FORM**

**Please Print**

I wish to be a Parent/Guardian representative on the Aberfoyle School Council.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

I am the parent/guardian/grandparent of \_\_\_\_\_,  
who is currently registered at Aberfoyle Public School for the School Year 2011/2012

**POSITIONS** – Place an **X** beside a position and One **X** beside a committee

\_\_\_\_\_ Chair \_\_\_\_\_ Vice-Chair \_\_\_\_\_ Treasurer \_\_\_\_\_ Secretary

Voting Parent Member \_\_\_\_\_ General Parent Member \_\_\_\_\_

Events Program Coordinator \_\_\_\_\_ Educational Initiatives Coordinator \_\_\_\_\_

\_\_\_\_\_ General Fundraising Coordinator \_\_\_\_\_ Council Networking Coordinator

**Sub Committee** – Place an **X** beside a position and One **X** beside a committee

\_\_\_\_\_ Events & School Programs \_\_\_\_\_ General Fundraising

Educational Initiatives \_\_\_\_\_ Council Networking \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

I am the parent/guardian/grandparent of \_\_\_\_\_,  
who is currently registered at Aberfoyle Public School for the School Year 2011/2012

I am an employee of the Upper Grand District School Board \_\_\_yes \_\_\_no

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date