



Please join us for the Primrose School Council Elections

When: Wednesday, September 27, 2023
Meeting begins at 6:30pm

Where: **Library**

All parents/guardians of registered Primrose students are invited to attend in person.

ELECTION OF EXECUTIVE MEMBERS:

At the first meeting of each school year, the Primrose Elementary School Council elects a new School Council executive. Each year, these positions are open to any parent or guardian of a child at Primrose Elementary. The (co-) Chair, Vice- Chair, Treasurer, and Secretary positions are crucial to the functioning of the School Council. All executive positions are open at this time and we welcome new executive member nominations.

All members have the right to hold a position within the Executive. The executive consists of the following: Chair/ Co-Chairs, Vice Chair, Secretary, Treasurer (descriptions follow). Executive members are voting members. The executive members will be voted in by secret ballot by all voting and general parent/guardian members in attendance at the first School Council Meeting. The outcome of each vote will be determined by a majority (50% +1) vote.

All Executive members who serve on School Council are required to attend a minimum of four meetings. All Executive members must observe the Council's Code of Ethics and established By-Laws. All Executive members shall contribute to the discussions of the school council.

Nomination Procedures:

Nominees must be willing to speak about why they would like to hold the Executive position for which they are running. A nomination forms is attached to this email for parents/guardians who would like to nominate themselves for an executive position but are unable to attend the first meeting. Absentee nominations must include a written statement detailing why they would like to hold the position for which they are running. If there is more than one nominee for any position, the election of Executive Members shall be done by voting the day of the election. Elections of the Executive shall be managed by the Principal. A person is qualified to vote in the election of Executive Members to School Council if they are a parent or guardian of a child attending the school. Each Parent/Guardian is entitled to 1 vote per representative role. You must be present at the meeting to vote.

Below are descriptions of each of the executive positions. If you are interested in running for a Primrose Elementary School Council Executive position please fill in the google form by Monday September 25, 2023. [Primrose Elementary School Council Nomination Google Form 2023-2024](#) If you would like to fill out a paper copy please copy and complete the attached nomination form [Primrose Elementary School Council Nomination Form 2023 - 2024.pdf](#) and email it to marianne.millsap@ugdsb.on.ca.

If you have any questions, please contact Marianne Millsap at marianne.millsap@ugdsb.on.ca

1. Chair/Co-Chairs

The Chair/Co-Chairs set the agenda in consultation with principal and Council members and chair School Council Meetings, working to promote open dialogue between School Council members and to create a positive environment in which individual contributions are encouraged and valued. They regularly communicate with the Executive regarding all School Council matters, complete an annual report on the activities of the School Council, consult with the principal, trustees, and board members on behalf of the Council as required. They are responsible for the content and production or delegation of any official correspondence and communication of the School Council and ensure that School Council initiatives that are voted on are carried out as per the outcome of the vote. Core skills: strong organizational and multi-tasking skills, the ability to lead meetings and facilitate discussions, good interpersonal skills with a high degree of diplomacy.

2. Vice Chair

The Vice Chair will assist the Chair/CoChairs in carrying out their responsibilities. The Vice Chair also assumes the duties of the Chair in his/her absence and, in the event the Chair is unable to fulfill any of his/her responsibilities, the Vice Chair shall act as the Chair's designate. Core skills: strong organizational and multitasking skills, the ability to lead meetings, good interpersonal skills.

3. Treasurer

The Treasurer collects and counts, with at least one other council member, all money raised during fundraising activities and works with the front office staff to coordinate transactions through the Cash Online system. The Treasurer must keep accurate and detailed records of the financial activities of the School Council and is responsible for ensuring best accounting practices are followed for School Council generated funds. Each month, the Treasurer provides a Financial Report to be shared at each School Council meeting and ensures that it is available to any parent/guardian upon request. Core skills: knowledge of excel, strong organizational skills, some budgeting and accounting skills, ability to be at school during school hours occasionally.

4. Secretary

The School Council Secretary creates the agenda for monthly meetings in consultation with Chair/CoChairs and distributes to the school community ahead of School Council meetings and records and distributes minutes for all School Council meetings in a timely and accurate fashion. The Secretary also prepares and distributes the monthly newsletter in consultation with the School Council Executive. Core skills: some proficiency with word processing software, strong organizational skills, ability to take notes and to summarize detailed discussions.

Please see the [School Council Slides 2023 - 2024](#) to get an idea of what Primrose School Council is all about.

We look forward to seeing you at our first Council Meeting at Primrose Elementary on Wednesday, September 27, 2023 at 6:30 pm!