

# Joseph Welsh School Council in a Glance

## Mandate of J.W. School Council

The School Council is an advisory council to the school principal, and the elected Board of Trustees with respect to matters pertaining to the school.

## Mission Statement of J.W. School Council

The mission of the J.W. School Council is to work together with the school community to enhance learning for all students.

## Roles and Responsibilities of Officers of J.W. School Council

The Executive shall consist of the following officers. A council member may hold more than one executive position. Unless otherwise determined by the J.W. School Council, the officers shall have the following duties:

### **Chairperson**

- provides leadership to the Council
- makes sure the Council adheres to its bylaws
- prepares the Council's agenda with the Principal
- chairs meetings
- notifies council members of meetings
- keeps the Council's activities focused on the organization's mission
- evaluates the effectiveness of the Council's decision-making process
- keeps records of correspondence
- conducts general correspondence
- makes sure that committee chairpersons are appointed
- orients council members and committee chairpersons to the Council
- serves as ex officio member of committees and attends their meetings when needed.
- prepares the annual report

### **Vice-Chairperson**

- acts in the absence of the Chairperson
- learns the duties of the Chairperson and keeps informed on key issues
- works closely as consultant and advisor to the Chairperson

### **Secretary**

- keeps copies of the organization's bylaws
- keeps lists of Council members and committees
- brings official minute book to meetings
- keeps record of Council attendance

- makes sure that there is a quorum at Council meetings
- keeps accurate minutes of meetings
- records all motions and decisions of meetings
- signs Council minutes to attest to their accuracy
- records all corrections to minutes
- distributes copies of minutes
- sends approved minutes to school secretary for posting on website
- in the absence of the Chairperson and Vice-Chairperson, chairs Council meetings until the election of an alternate Chairperson
- orients the new Secretary

### **Treasurer**

- gives regular reports to the Council on the financial state of the School Council
- keeps financial reports on file
- communicates with the fundraising committee
- orients the new Treasurer
- acts as signing officer, with another officer or Executive Director for documents.

### **Representative to the City-Wide School Council Committee**

- attends City-Wide School Council Meetings
- shares information regarding School Council at City-Wide School Council Meetings
- reports back to School Council following City-Wide School Council Meetings

### **Teacher Representative**

- supports the actions and decisions of the School Council
- ensures a teacher voice is expressed in all decisions which affect teaching and learning
- promotes a collaborative, collegial model of decision making at the school and for the School Council
- encourages parents and the community to become involved in school activities
- communicates information back to fellow teachers

### **Principal**

- promotes a collaborative collegial approach to decision making
- establishes a School Council
- promotes the activities and mandate of the Council
- assists the Council in its operation
- ensures that the minutes from each meeting of the School Council are retained for at least 7 years