

### **Chair (Officer)**

- arranges for meetings in consultation with council and administration
- prepares agendas in consultation with council
- chairs Council meetings, or if unable to attend, delegates this responsibility to another Officer
- ensures that minutes of Council meetings are recorded and maintained
- facilitates the resolution of conflicts
- participates as ex-officio member of all Council Committees
- communicates with the Principal on behalf of Council
- periodically assesses/evaluates effectiveness of meetings and Council generally
- prepares an annual report
- assists with other Officer duties as necessary

### **Vice Chair (Officer)**

- assists with chair duties
- assists with other Officer duties as necessary

### **Secretary (Officer)**

- coordinates notices for meetings
- with the help of Council Chair and Vice Chair, drafts and arranges for the distribution of agendas
- takes minutes at all Council meetings
- files a copy of all Council agendas, minutes and other relevant Council records/documents in the Council Minute Book which is held in the EHAS office
- assists with other Officer duties as necessary

### **Treasurer (Officer)**

- maintains Council financial records
- holds an annual budget planning meeting before the end of September to discuss the annual budget
- prepares a draft budget to be presented at the October council meeting (this may involve both the incoming and outgoing Treasurer)
- facilitates administration of fundraiser tax receipts with the School Administration Team
- prepares a monthly reconciliation of the Council's account for the School Administration Team
- prepares the annual Treasurer's report
- assists with other Officer duties as necessary

### **Parent Representatives (General Members of Council)**

*Parent representatives are voting members who:*

- participate on one (or more) committees established by the school council and/or take on an officer position
- contribute to the discussions of the school council
- solicit the views of other parents and members of the community to share with the school council
- observe the council's code of ethics and established bylaws