Nelson Mandela PS School Council bylaw
Roles of school council executive

Chair/co-chairs

Note: a person employed by the board cannot be a chair or co-chair of school council

The chair of the school council shall:

- establish and communicate a school council meeting schedule for the year, in consultation with the principal
- prepare the agenda for the meetings
- chair all council meetings and have general supervision of the operations of the council
- in consultation with the principal develop rules of order for the meetings, if required
- attend and participate in information and training sessions
- ensure diversity in all school council committees
- participate, as an ex-officio member, of all committees established by school council
- facilitate collaborative decision-making
- be responsible for making public statements on behalf of the school council
- ensure that school council members are aware of their responsibility to behave ethically and responsibly at all times, to adhere to the council’s code of ethics and to disclose conflicts of interest, where they exist
- ensure regular communication occurs between the council and the school community
- consult with senior Board staff and trustees, as required
- ensure that proper minutes of the meeting are recorded
- review and approve the school council category reports and any other financial records of school council
- ensure that minutes and records of all school council financial transactions are maintained at the school for a period of four years and are made available for examination, without charge, by any member of the school community
- ensure that the treasurer understands his/her responsibilities for managing school council financial transactions and documentation
communicate regularly with the school principal and involve him/her in the planning of all school council activities and/or initiatives that will involve or impact on the school staff or students

ensure that there is consultation between the school community and the principal regarding the distribution of school council funds

work with the principal to ensure that all school council fundraising activities and uses of school council funds comply with board policies

work with the principal to ensure there are processes in place to manage funds raised by school council and to maintain the security of school council funds and financial records

prepare an annual report outlining all school council activities from September 1 to August 31, inclusive. Review and approve the financial statements of school council and include them in the annual report. Submit the annual report, including the financial statement, to the principal, superintendent, trustee(s) and the Communications department at the HJA Brown Education Centre by September 30 of each school year. Ensure that the annual report is available for examination, without charge, by any member of the school community.

**Secretary**

The secretary of the school council shall:

- ensure that full and accurate minutes of the council meetings are recorded, maintained, reported and available at each meeting
- verify and record all consensus or voted decisions of the council
- ensure that the minutes of the council meetings are available in the school office for parents and guardians of the students enrolled at the school
- maintains list of all attendees at each meeting and includes list of council members present in the minutes
- send minutes to the principal and chair for review/approval within two weeks of the meeting. Once the minutes have been approved by the principal and chair, the secretary will distribute them prior to the next meeting/the chair will distribute them through the school council email address to council meetings prior to the next meeting. Minutes will be approved by council before being made available to the school community. Minutes will be available in the school office and on the school website.

**Principal**

**Note: the principal may not vote at school council or school council committee meetings**

The principal of the school shall:

- oversee the organization and management of the school
- oversee the teaching and discipline of students at the school
- help establish school council
- attend all school council meetings
- support and promote the operations and activities of council
- consult council on educational issues and other areas where the council has been given advisory responsibilities
- consider recommendations made by council, advise council on any actions taken in response to those recommendations and share council’s recommendations with the board, where appropriate
- if the council’s recommendations are not accepted or its advice is not acted upon, provide the school council with the reason for the decision
- communicate regularly with school council chair
- encourage the participation of parents, school community members and students, where appropriate
- help council communicate information to the school community, including:
  - date, time and location of council elections
  - results of council elections
  - dates, times and locations of regular council meetings
- annual report
- review and approve all communications that are distributed to the school community through the school
- ensure council records, including minutes of meetings and financial records, are properly maintained and distributed to council members
- include a short summary of the school council's annual report in the school newsletter, with a note that copies of the full report are available upon request
- provide information to council and act as a resource on ministry and board regulations, policies, operating procedures and contractual agreements
- promptly distribute to council members any information from the ministry that is identified as being for distribution to school council
- post all material for distribution to school council members in a location accessible to parents
- review and approve all fundraising activities conducted on behalf of the school and be responsible for ensuring that fundraising activities and uses of funds comply with board policies
- be responsible for the management and control of all school activity funds, including funds allocated to or raised by school council
- ensure there are processes in place to manage funds raised by school council and to maintain the security of school council funds and financial records
- when necessary, delegate his/her duties as a member of school council to a vice-principal