

JOB DESCRIPTIONS JOE CLARK SCHOOL COUNCIL

CHAIRPERSON:

- Attends meetings, conducts meetings in a parliamentary fashion
- Sets agenda
- Determines what topics/issues, with support of executive, are to be brought to parent body attention
- Liaison with school administration as well as school board
- Attends Council of School Councils meetings within Foothills School Division
- Ensures regular communication with the school community
- May be requested to attend other meetings as requested by school division or other local groups involved in the education field
- Keeps informed on changes to school board policies and advising Council as necessary
- Completes annual report as required under the Alberta School Councils Regulations
- Ensures annual Alberta Societies financial reporting is filed.

VICE-CHAIRPERSON:

- Attends meetings
- Assist chairperson when necessary in setting agenda
- Act as chairperson when chairperson not able to attend
- Prepares to assume the responsibility of chairperson in the future

TREASURER:

- Attends meetings
- Makes deposits when necessary
- Writes cheques as necessary
- Balance bank statements to banks each month
- Presents financial report at monthly meetings
- Ensures annual financial report ~~audit~~ is completed by the end of September
- Ensures annual Alberta Societies Financial Report is completed at the end of June on time

- AGLC.

SECRETARY:

- Attends meetings
- Records attendance
- Takes minutes
- Reads minutes from previous meeting
- Provides the School Secretary with relevant Council information for the School's website
- Ensures all Council minutes and agendas as filed at the school
- Any correspondence

FUND-RAISING / STAFF APPRECIATION / ~~HOT-DOG~~HOT LUNCH
COORDINATOR:

- Attends meetings
- Coordinates fund-raising activities
- Tallies monies earned ~~and turns over to treasurer,~~ makes deposits and writes
cheques as required
- Reports at monthly meetings