

Appendix B

School Council Participant Roles

Chairperson:

- Attends meetings, conducts meetings in a town hall fashion
- Sets agenda in consultation with school administrators
- 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
- 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 Council Regulations

Vice Chairperson

- Attends meetings regularly
- Assist chairperson when necessary, in agenda setting
- Act as a chairperson in their absence
- Prepares to assume the responsibility of chairperson in the future

Secretary:

- Attends meetings regularly
- Records attendance and takes minutes
- Shares meeting minutes from prior meeting in advance of each new meeting
- Provides the School Office Administrator with relevant Council Information (agendas, minutes) to post on school website
- Ensures all Council minutes and agendas are filed at the school and maintain digital files

Social Media Coordinator

- Attends meetings regularly
- Coordinate with chairperson and school administrators to ensure accurate and timely information is shared with school community
- Ensures a positive a solution focused approach when approaching communication

- Ensuring all communications on behalf of school council are approved by administration
- Monitoring Social Media accounts to ensure accuracy of information, answer questions and moderating as needed