**William Burgess School Council Executive**

**All members follow the Code of Conduct**

* Council Co-Chairs
* Responsibilities include:
* Serving as a liaison between our school community and our parent community (Liaise with the Principal)
* Promote inclusivity
* Speak on behalf of the Council members
* Preside at Council meetings
* Issue and receive correspondence on behalf of the Council
* Signing officer
* Promote teamwork
* Communicating community and parent concerns to the principal in a respectful and timely manner
* Working collaboratively with the school principal, parents, staff and Executive Committee in order to problem solve issues or concerns that may arise
* Working alongside the school principal to schedule meetings and prepare agendas
* Chairing school council meetings – maintaining a timekeeper and keeping speakers on track and focused
* Being impartial and fair when listening/ speaking to parents
* Undertake other duties as the Council deems appropriate
* Treasurer
* Responsibilities include:
* Managing funds raised by the School Council
* Signing officer
* Providing budget updates at all School Council meetings
* Ensure proper financial records and books of account are maintained
* Draft an annual budget
* Follow standard reporting and accounting procedures as per TDSB guidelines
* Ensure that another signing officer has access to financial records in the Treasurer’s absence
* Undertake other duties as the Council deems appropriate
* Secretary
* Responsibilities include:
* Recording council meeting minutes
* Circulating draft minutes to the Executive Council (Principal, Co-Chairs, Treasurer and Fundraising Chair if one is desired) for review
* Distributing minutes to general school population
* Maintaining archive of minutes for the current school year
* Photocopying as needed (agendas and minutes)
* Fundraising
* Undertake other duties as the Council deems appropriate
* Communication Coordinator
* Responsibilities include:
  + Keep an accurate copy of bylaws
  + Prepare and maintain other documentation as requested by membership
  + Ensure safekeeping of all non-financial records of the Council
  + Ensure that William Burgess School Council Communications Protocol is followed
  + Undertake other duties as the Council deems appropriate
* Fundraising Lead
* Responsibilities include:
  + Identify and lead fundraising activities, following TDSB policies and procedures and the Code of Conduct
  + Undertake other duties as the Council deems appropriate
* Parent Representative
* Responsibilities include:
* Voting rights on matters that require a vote
* Regular attendance for voting
* All members follow the Code of Conduct
* Serve in the capacity to be determined by the Council
* Participate on committees established by the School Council
* Solicit the views of other parents and members of the community to share with School Council

First School Council Meeting This Year:

Tuesday Sept 17, 2019 at 6:30– Elections