



**École Edwards
Elementary School**

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École Edwards School Council Policies

January 2025

1. Executive Committee Roles and Responsibilities

Chairperson

Useful Skills

- Strong leadership focus, with good written and verbal communication skills
- Personable and approachable, with good problem-solving skills
- Detail oriented, with a strong organizational and planning abilities
- Good computer knowledge including email and word processing

Duties

- Establish the meeting agenda in collaboration with school council members and school administration
- Facilitate all meetings of school council
- Official spokesperson of school council
- Help regularly update the school council social media and regularly monitor and manage the school council email account
- Be well informed about Rocky View Schools policy, Alberta government policy, and Alberta School Council Association policy that impact École Edwards School Council
- Review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members
- Prepare an annual report for submission to Rocky View Schools by the end of the school year including a summary of school council activities, financial statement (provided by the Treasurer), copies of meeting agendas, and copies of meeting minutes from the year in question

- Act as a school-wide volunteer coordinator; communicating school council committee needs for volunteers to school administrators and the parent body

Vice Chairperson

Useful Skills

- Strong leadership focus, with good written and verbal communication skills
- Enjoys working with people, with a cooperative and encouraging attitude
- Good working knowledge of computers in order to effectively help update and manage school council website pages, attachments and social media

Duties

- Assume the responsibility of Chairperson if the chairperson is unable to fulfill their duties
- Support and assist the Chairperson
- Assist the chairperson to review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members
- Communicate regularly with committee leaders to ensure open communication and information exchange between committees and the Executive Committee
- Ensure open and regular communication between school council and the school community, beyond those who attend meetings
- Help ensure that the School Council website is kept current and up to date with school council events, news, and information
- Help keep social media up to date

Co-Chairpersons *(positions to be held if two committee members would prefer to share Chairperson and Vice-Chairperson duties)*

Useful Skills

- Strong leadership focus, with good written and verbal communication skills
- Personable and approachable, with good problem-solving skills
- Detail oriented, with a strong organizational and planning abilities
- Good computer knowledge including email and word processing
- Enjoy working with people, with a cooperative and encouraging attitude
- Good working knowledge of computers in order to effectively help update and manage school council website pages, attachments and social media

Duties

- Establish the meeting agenda in collaboration with school council members and school administration
- Co-facilitate all meetings of school council
- Official spokespersons of school council
- Help regularly update the school council social media pages and regularly monitor and manage the school council email account
- Be well informed about Rocky View Schools policy, Alberta government policy, and Alberta School Council Association policy that impact École Edwards School Council
- Review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members
- Prepare an annual report for submission to Rocky View Schools by the end of the school year including a summary of school council activities, financial statement (provided by the Treasurer), copies of meeting agendas, and copies of meeting minutes from the year in question

- Act as school-wide volunteer coordinators; communicating school council committee needs for volunteers to school administrators and the parent body
- Communicate regularly with committee leaders to ensure open communication and information exchange between committees and the Executive Committee
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- Help keep social media up to date

Secretary

Useful Skills

- Excellent verbal and written communication skills
- Good computer skills including word processing and document preparation.
- Reliable, efficient, and timely in completion of tasks

Duties

- Prepare notice of school council meetings and agendas for all school council meetings for distribution to school council members
- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting
- Prepare meeting minutes for distribution to school council members o Prepare final versions for distribution of all School Council documents in collaboration with the Executive Committee
- Prepare all school council communication pieces (posters, brochures, business cards etc.)
- Support for communication for School Council committees

- Assist the Chairperson to review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members
- Help ensure that the School Council website is kept current and up to date with school council events, news, and information o Help keep social media up to date

Treasurer

Useful Skills

- Good computer skills, in particular a working knowledge of Excel, and spreadsheet management
- Strong written and verbal communication skills

Duties

- Keep accurate and current records of all financial transactions o Make records available to Rockyview Schools in an annual financial report (typically submitted following the final meeting of each year), and to all members of the school community upon request
- Be responsible for monthly audits with school secretary to prepare financial reports for school council meetings
- Prepare a yearly school council budget, including fundraising goals, in collaboration with school council executive committee and school administration
- Assist the Chairperson to review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members

2. Committees of School Council

These procedures are intended to guide leaders of committees and individual task leaders in accomplishing their goals. It is recommended whenever possible that tasks

are divided among many parent leaders to create a more collaborative environment and to ensure a manageable workload for each volunteer.

Fundraisers

Useful Skills

- Excellent organizational skills, with ability to manage and coordinate ordering and delivery of large numbers of products and services resulting from fundraising campaigns and events
- Strong leadership ability to direct volunteers in fundraising campaigns and events
- Good computer knowledge including word processing, spreadsheets, and graphics

Duties

- Parent leaders will be appointed to each task area and the duties of the committee apply to each parent leader in their leadership role of that task. Successful fundraising tasks currently include: fun lunch, family dance, family movie night, cookie dough and silent auction
- Organize and carry out fundraising campaigns and/or events
- Organize, in collaboration with school council executive, volunteers for fundraising campaigns and events
- Advertise fundraising campaigns and events
- Establish yearly fundraising budget and goals in collaboration with school council executive committee and school administration for the next school year at the end of each school year (typically in June)
- Report to school council (either in person or via the school council executive committee) on fundraising activities as deemed necessary by the parent leaders

Staff Appreciation Committee

Useful Skills

- Good organizational skills, with attention to detail, efficiency, and creativity

- If choosing to cook meals, knowledge about food safety and preparation is required

Duties

- Provide school staff with a special meal at least twice in each school year (usually at student led conferences in October and March). Keeping in mind any dietary restrictions of staff such as gluten/dairy free.
- “Random Acts of Kindness” for school staff throughout the year (“Woot Woot Wagon”, Christmas staff lunch, teacher appreciation week, coffee delivery, flower delivery, treats for the staffroom, etc.)