

# PARENT COUNCIL TOOL KIT - ROLES AND RESPONSIBILITIES

## CHAIR

### *Your leadership role will include:*

- Promoting student academic success
- Promoting a greater understanding of our education system
- Providing a meaningful advisory role
- Augmenting Communication
- Presiding over meetings
- Overseeing events, programs and activities
- Fundraising and financial planning
- Council organization
- Parent Engagement
- Inclusiveness
- Council Member training/guidance
- Planning for council transition/elections

### *For success you should:*

- Plan ahead and set priorities
- Advocate on behalf of students and parents
- Ensure all voices are heard
- Recruit, manage, motivate and retain volunteers
- Create a welcoming climate for a diverse and inclusive group of members, volunteers and leaders
- Establish and maintain good working relationships with others
- Implement effective programs and events
- Offer a variety of parent opportunities
- Chair effective meetings
- Offer a smooth transition to the next leadership team

### *To begin you should:*

- ✓ Meet with the school Principal and Vice-Principal (VP). Ask about their plans/priorities for the year and let them know council is interested in working together to achieve goals for the betterment of the school.
- ✓ Ask about their preferred method of communication and who to contact if you have questions.
- ✓ Sign up for school board email account.
- ✓ Meet with the outgoing chair and/or council members to gather information.
- ✓ Review materials passed down from previous leader(s) – find out expectations and what has been done in past.
- ✓ Review and follow your council constitution/bylaws. If during your annual review you notice updating is necessary, ask for council input and create a constitution amendment proposal to send out to council members in advance of the general/election meeting or a special amendment meeting.
- ✓ Ask about training, organized by the PIC (Parent Involvement Committee) and LDSB. Encourage your council leaders and members to attend.
- ✓ Host a planning meeting to set goals and plan events for the year.
- ✓ Change the signatures on council accounts (non-board account, trust and/or lottery account - if applicable).
- ✓ Insurance – decide if your council needs additional insurance. (Usually needed for council events/activities, on or off-site, when the principal/school staff are not present).

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## MONTHLY CHECK LIST

*All communication going to school families (or posted to website) to be pre-approved by school principal before distribution/publishing.*

### SEPTEMBER

*September is the busiest and the key month for information sharing because parents seem to be paying the most attention - take advantage of this month by having plans in place in advance and ready to share.*

- Welcome Event** for newcomers - first day/week of school – plan for and/or attend new and kindergarten family welcome event. (if applicable).
- Teacher Appreciation** – Offer a welcome back gesture – first day of school - staff lounge.
- Election Notice** - With Principal send out election notice on the first day of school and prepare election meeting agenda to send to Public Relations (PR) Coordinator (if applicable) or to post on website.
- General/Election Meeting** (usually 2 weeks from first day of school) – meet with volunteer coordinator (if applicable), principal and Vice Principal (VP) in advance to discuss potential leaders and the meeting agenda. Outgoing chair or designate usually chairs this meeting.
- Host a Planning Meeting with other council leaders**
  - Prep work - Teacher/Staff Letter – Request wish lists for fundraising team
  - Treasurer – Prepare proposed budget
  - Fundraising Coordinator – Create fundraising proposal
  - Program/Events Coordinator (if applicable) – Prepare proposed event/activity plan
  - Present proposal for discussion and approval at next meeting
- Back to School Council Essentials Packet** – complete and share framework of council plans with all families (by the end of September).
- Monthly Newsletter** - Prep article submission (chair letter/updates/upcoming events).
- Attend **Fall Training** – Limestone District School Board (LDSB)/Parent Involvement Committee (PIC) – notification to come from LDSB/principal.
- Back to School Open House** – work with Principal and school staff to co-host this event.
  - Welcome parents – offer information (pamphlet, volunteer forms, group email sign-up form etc.).
  - Introduce and identify yourself and your team. Wear nametags and/or council t-shirts.
  - Give out contact information of current council leaders.
  - Introduce council and plans (slide presentation, posters, hand-outs).
  - Organize volunteer sign-up area – display poster size explicit role information (including approximate hours of commitment and duties) and provide clipboards and a point person for each role to help with sign-up and to answer questions.
  - Invite families to sign up for council group email communication (if applicable) while at the event.
  - Set up school merchandise table (if applicable) with fundraising coordinator (if applicable).
- First council meeting** – post agenda to website or bulletin board (to be published at least 7 days before meeting).
  - Prepare packets for new council members/leaders (or them direct to on-line resources) - Share constitution and roles/responsibilities checklists for each council position.
  - Encourage all new council members to attend fall PIC/LDSB training.
- Communication**
  - Post to website/send out to families:
    - Election info/Nomination Form
    - Volunteer opportunities forms
    - Election (General) Meeting Agenda

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- Group email sign up notice (add to website and send out flyer)
- Program info being shared this month:
  - Election
    - Volunteer Coordinator (if applicable) - Recruit leaders and members– Sends out volunteer forms and helps recruit new council members and committee leaders/members.
    - After election meeting, assist principal in submitting new council team and contact information to LDSB.
  - PR Coordinator (if applicable) - All call for council member’s articles/updates/flyers for the Council Newsletter–to begin creating newsletter
    - Up-date website (add newsletter and volunteer forms and school council essential packet).
    - Up-date Council bulletin board (usually located in front hall at school).

## OCTOBER

- Meeting prep – meet with principal and VP to discuss agenda and plans.
- Publish agenda at least 7 days before meeting date.
- Preside over meeting with new council:
  - New council orientation – offer role info, checklists, constitution, event calendar, budget etc.
  - Share all correspondence and board info
  - Proposals to be presented:
    - Budget (Treasurer)
    - Fundraising Plan (Fundraising Coordinator)
    - Program/Event Plan (Program/Event Coordinator, if applicable)
- Attend PIC meeting (as per schedule posted on board website).
- Up-date council bulletin board and website (as necessary).
- Communication:
- Program info being shared this month – reach out to committee coordinators (if applicable) to get started and follow through on the following:
  - Volunteer Coordinator – using data from volunteer flyers and the back to school packet, create a spreadsheet of school and council volunteers and send it out as a reference to council leaders and teachers/admin.
  - Reach out to or send our more information to volunteers per their chosen role, as necessary.
  - Fundraising Coordinator - Fall Fundraiser – oversee and support fundraising coordinator/committee.
  - Program/Event Coordinator – Fall Events – oversee and support coordinator/committee.
  - Public Relations - Council Newsletter – Submit article (letter/up-date from the chair) and review newsletter draft before publication date.

## NOVEMBER- JUNE

- Meeting prep – meet with principal and VP to discuss agenda and plans.
- Publish monthly agendas at least 7 days before meeting date.
- Preside over meeting with new council – share all correspondence and board info.
- Attend PIC meeting (as per schedule).
- Up-date council bulletin board and website.
- Monthly Communication:
  - Program info being shared– reach out to committee chairs to get started and follow through on the following:
    - Fundraiser Coordinator – oversee and support fundraising coordinator/committee.
    - Events/Program Coordinator – oversee and support coordinator/committee.
    - Public Relations - Submit monthly article (letter/up-date from the chair) and review newsletter draft before publication date.

# PARENT COUNCIL TOOL KIT - ROLES AND RESPONSIBILITIES

## ADDITIONAL MONTHLY ACTIVITIES

### MARCH

- Parent Survey** – collect input from council members and create.

### APRIL

- Implement Parent Survey
- Analyze data & use findings for future planning

### MAY

- Leadership development and transition:**
  - With Volunteer Coordinator (if applicable) solicit new volunteers for leadership roles in the fall
  - Encourage current leaders to create/up-date checklists and offer shadowing for potential incoming leaders.
  - Send out a **Nomination Form** with volunteer opportunities including position details and time commitment, to all parents.
  - Draft Annual Report with support of treasurer, fundraising and program coordinators.

### JUNE

- Attend Kindergarten Orientation** - share council information with new families
- Planning Ahead**
  - Meet with current and potential leaders – set a preliminary plan for following year
  - Communicate with Volunteer Coordinator regarding vacancies and potential new members for the following year.
  - Attend June staff meeting and request feedback from the teachers.
- Last meeting prep**
  - Meet with principal and VP to discuss last meeting agenda and proposed plans.
  - Summarize preliminary plans for the next year and share at the meeting.
  - Plan for smooth leadership transition – at the last meeting present potential continuing and new council members and identify vacancies. Ask current/outgoing members to help fill vacancies.
  - Share annual report at meeting.
  - Thank your team and celebrate your success.
- Submit **Year-End Report** to principal and LDSB. Publish report for all parents to view.
- Teacher Appreciation** – support teacher appreciation coordinator (if applicable) with end of year event.
  - Thank administrators, teachers and school staff for their support.

### JULY/AUGUST

- Prep council info to go out in summer mail out (if applicable).
- Communication:  
Program info being shared this month – reach out to committee coordinators to get started and follow through on the following:
  - Prep back to school council essential packet and welcome letter to families.
  - Council Newsletter – plan/prepare for first publication.
- Contact principal and hospitality coordinator (or designate) to plan for Welcome Event on first day of school.
  - Order/Create Welcome Event invitations (if hosting)– deliver to school office administrator to be included in Kindergarten and new family summer mail out by August 1<sup>st</sup>
- Contact volunteer coordinator:
  - To request that current council members and volunteers to attend welcome event.
  - To set up booth and share council and volunteer information at the event.
- Contact Fundraising Coordinator - begin to research fundraiser ideas.
- Request that you attend first teacher/staff first meeting – Set a tone of cordial collaboration. Ask for their input. Share an overview of council plans and goals and ask for feedback.

# PARENT COUNCIL TOOL KIT - ROLES AND RESPONSIBILITIES

## SECRETARY

### *Your role will include:*

- Record keeping
- Information sharing

### *For success you should:*

- Take accurate notes
- Maintain organized records for all council meetings

### *To begin you should:*

- ✓ Meet with the chair to understand council expectations and time lines regarding minutes and record keeping.
- ✓ Get to know the current and incoming members, administrators and school staff.
- ✓ Have a good understanding of council activities and events.
- ✓ Read your council constitution/bylaws.

## MONTHLY CHECKLIST

- Attend monthly meetings and record the minutes of each School Council meeting, based on the agenda including:
  - An accurate record of those in attendance at the meeting.
  - A record of motions made including moved by and seconded by as well number of those in favour / those opposed and if motion is passed.
  - Quorum will exist for passing of motions when a majority of current Council members are present, the chair or delegate is present and the Principal or delegate is present.
- Circulate the minutes via email:
  - First to the Chair(s) and School Administration for an initial review.
  - After any corrections/changes have been made, circulate minutes to the rest of School Council for review and approval.
  - This is to be completed before the next meeting of Council.
- Publish the minutes:
  - The final draft of minutes is sent to Public Relations Coordinator (if applicable) for posting to the Council website so that the minutes are available for all parents to view.
- Keep all non-financial records of council including an up-to-date list of council members and their contact information.

## TREASURER

### *Your leadership role will include:*

- Working with the council leaders and coordinators to develop an operating budget
- Serving as the liaison with the school and the Limestone District Board of Education (LDSB)
- Monitoring all council financial activities
- Deposit/disburse all funds on behalf of council

### *For success you should:*

- Use the appropriate designated forms and steps for all transactions
- Keep accurate records of all financial transactions
- Prepare a monthly/annual financial statements
- Exercise transparency

### *To begin you should:*

- ✓ Meet with the chair to understand the expectations and plans for the year.
- ✓ Introduce yourself to the school budget secretary, the office administrator and the principal.
- ✓ Ask who you call if you have questions.
- ✓ Sign up for school board email account.
- ✓ Ask if any training, organized by the Parent Involvement Committee (PIC) is scheduled.
- ✓ Review materials passed down from previous leader(s).
- ✓ Read your council constitution/bylaws.
- ✓ Attend the planning meeting to set goals and plan events for the year.
- ✓ Change the signatures on school council accounts (non-board account & trust account if applicable).
- ✓ Insurance – disburse payment if you school council needs additional insurance.

# PARENT COUNCIL TOOL KIT - ROLES AND RESPONSIBILITIES

## MONTHLY CHECK LIST

*All communication going to school families to be pre-approved by school principal before distribution.*

- Monitor financial activity, ensuring compliance with LDSB financial handbook.
- Request balance and account detail information at the school office from school office administrator (monthly).
- Submit School Council balance to Co-chair before the council meeting (monthly).
- Submit School Council account balance to Public Relations Coordinator (if applicable) for the council newsletter and/or website.
- Prepare Treasurer Report for Monthly Council Meeting.
- Attend school council meetings.
- Prepare/sign Cheque Requisitions as necessary for parent council events and activities. (Each request requires 3 signatures – treasurer, chair, principal).
- Receive or fill out a Deposit Form and promptly deposit all funds into the council non-board bank account.
- Disbursements – Pay, by check only, all financial obligations of the council as authorized by the budget. (non-board funds– cheques prepared by school office administrator (use cheque requisition form), lottery account cheques prepared by Treasurer, Trust account cheques prepared by school board.
- Maintain an accurate and detailed account of all monies received and paid out and backup this information.
- Reconcile Bank Statements.
- For any events involving money transactions, coordinate with the Chair/Event Coordinator and the Principal, the management of starting cash and cashbox.
- Attend fundraising and event committee meetings, as necessary.

## Seasonal Duties

### Fall

- Create Draft Budget with Chair, VC, Fundraising and Event Coordinators (September)
- Share Budget Proposal for approval by council at first meeting (September/October)
- Attend Fall (PIC) Training
- Transfer Signature Authority (September)

### Spring

- Prepare records for Year-End Report
- Prepare for transition to new leadership (if necessary)

# PARENT COUNCIL TOOL KIT - ROLES AND RESPONSIBILITIES

## VICE - CHAIR

### *Your leadership role will include:*

- Supporting the council chair
- Presiding over meetings in the absence of chair
- Program Supervision

### *For success you should:*

- Support the chair to run effective meetings
- Advocate on behalf of students and parents
- Organize: plan and set priorities
- Over-see programs/events and hospitality programs
- Attend planning meetings and stay informed about council activities
- Manage the budget with coordinators

### *To begin you should:*

- ✓ Meet with the chair to establish planning and communication habits for the year.
- ✓ Meet with the coordinators to establish planning dates or meetings
- ✓ Meet with the outgoing vice-chair and/or members to gather information.
- ✓ Review materials passed down from previous leaders.
- ✓ Sign up for school board email account.
- ✓ Ask if any training, organized by the PIC (Parent Involvement Committee) or LDSB is scheduled
- ✓ Read your school council constitution/bylaws.
- ✓ Attend planning meetings to set goals and plan events for the year.
- ✓ Insurance – with the chair and administrators decide if you school council needs additional insurance

## MONTHLY CHECK LIST

*\*All communication going to school families (or posted to website) to be pre-approved by school principal before distribution/publishing.*

### *September*

- First Day of school – attend **new and kindergarten family welcome event**
- Attend **Back to School Open House** and BBQ Night – support chair and volunteer coordinator
- Communication**
  - **Hospitality** – Initiate and support committee coordinator to organize Welcome Breakfast
  - **Teacher Appreciation** – Initiate and support committee coordinator to First day of school – welcome back gesture
  - **Program/Events** – Support committee coordinator to prepare proposed event plan for approval at the first meeting
- Attend Fall **Training** – LDSB/Parent Involvement Committee (PIC) – notification to come from LDSB/principal

### *Ongoing*

- Over-see programs and events as per plan and budget set by coordinator/committee
- Over-see hospitality coordinator/committee plans and efforts to support the school and council (as necessary) when offering parent sessions and workshops