



James R. Henderson Public School

School Council By-Laws

Effective Date: TBD

Revision Date: TBD

Reference: Limestone District School Board Administration Procedure 110 available at www.limestone.on.ca. The following bylaws will follow the below procedure.

This organization shall be known as the **James R. Henderson Public School School Advisory Council** herein known as **SAC**.

Mission Statement

The SAC believes that Community, Parents and Staff have a shared responsibility, whereby they work in partnership to enhance developmental and educational experiences for the benefit of all Children.

Contents

- Mission Statement..... 1
- Bylaws..... 4
- Membership..... 4
- Code of Ethics..... 4
- Election of Parent Members..... 5
- Role Responsibilities 6
 - Vacancy of Positions..... 7
- Conflict of Interest..... 7
- Conflict Resolution..... 7
- Meetings..... 8
- Voting..... 8
 - Making a motion..... 8
- Tabling a Motion..... 9
- Committees..... 9
- Fundraising..... 9
- Schedule A: Roles and Responsibilities..... 10
 - Chair..... 10
 - What to Expect..... 10
 - To begin you should:..... 10
 - Monthly Check List..... 11
 - Additional monthly activities..... 14
 - Vice-Chair and/or Co-Chair..... 16
 - What to Expect..... 16
 - To begin you should:..... 16
 - Monthly Check List..... 16
 - September*..... 16
 - Ongoing*..... 17
- Secretary..... 18
 - What to Expect..... 18
 - To begin you should:**..... 18
 - Monthly Checklist..... 18
- Treasurer..... 19
 - To begin you should:**..... 19

Monthly Check List.....20

Bylaws

These bylaws shall be reviewed annually during the last meeting of that year. Any amendments shall be made by the passing of a motion(s).

The SAC will advise on matters determined by the council, including, but not restricted to:

- a. School and learning environment
- b. Curriculum and programs
- c. Communication and promotion of school activities
- d. School code of conduct
- e. School improvement plan
- f. Fundraising activities
- g. Training sessions for parents, SAC members
- h. School leadership
- i. School-community communication strategies
- j. Extra-curricular activities
- k. School-based services and community partnerships related to social, health, recreational and nutritional programs
- l. Board policies and procedures

Membership

- l. Members of the SAC should include:
 - i. Parents/Guardians of students enrolled in the school
 - ii. One teacher
 - iii. Principal and/or Vice-Principal

- m. Members of the SAC may include:
 - i. One or two community representatives
 - ii. One or two students
 - iii. School support staff member

Parents and Guardians shall form the majority of the SAC

Code of Ethics

A member shall maintain the highest standards of integrity.

A member shall recognize and respect the personal integrity of each member of the school community.

A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.

A member shall encourage a positive environment in which individual contributions are encouraged and valued.

A member shall acknowledge democratic principles and accept the consensus of the council.

A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

A member shall not disclose confidential information.

A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.

A member shall use established communication channels when questions or concerns arise. A member shall promote high standards of ethical practice within the school community. A member shall declare any conflicts of interest.

A member shall not accept any payments or benefit financially through school council involvement.

Election of Parent Members

- A. At the 1st meeting in September of every school year the members shall elect a Chair, Vice-Chair/Co-Chair, Secretary, Treasurer, Indigenous Representative, Fundraising Coordinator, Parent Involvement Committee (PIC) Representative, Finance Committee Chair and 1 representative from each of the 4 student divisions.
- B. If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
- C. All candidates nominated are volunteers and before the election will first have the opportunity of accepting or declining the position. The candidate must be present at the election meeting.
- D. The election process will be run by the Principal or Vice-Principal.
- E. The election of parent members may be by secret ballot.
- F. In the case of two or more candidates for Chair, the individuals not elected for the Chair position can be included in the Vice-Chair election with the following exception:
 - a. If there are only two candidates for the chair position, those candidates may agree to share the chair position for the year and be co-chairs in place of a vice-chair position.
- G. In the case of a tie vote both candidates will have the opportunity to speak and a new election will take place by secret ballot.
- H. Each member shall have one vote for each vacant parent/guardian position on the SAC.
- I. Should there be a vacancy with the Finance Committee Chair, the responsibility will fall to the Council Chair or Treasurer, until such time as a Chair is found.

Role Responsibilities

- a) Chair (see schedule A)
 - i) Set the agenda in consultation with the principal,
 - ii) Maintain on-going communication with the principal and the SAC members,
 - iii) Conduct the meetings
 - iv) Ensure the minutes and financial records are recorded correctly, up-to-date and maintained.
 - v) Ensure the SAC operates within the stated bylaws, Administration Procedure 110, Administration Procedure 318 and the Ontario Ministry of Education - School Councils A Guide for Members
 - vi) Participate in Parent Involvement Committee meetings if this position is vacant.
 - vii) Has signing authority on the account

- b) Vice-Chair and/or Co-Chair
 - i) Shall assist the Chair as needed,
 - ii) In the absence of the Chair shall assume the duties of Chair
 - iii) Assist the Chair in maintaining on-going communication with the principal and the SAC members

- c) Secretary
 - i) Shall keep the minutes of the meetings,
 - ii) Ensure that a copy is available for parents/guardians at James R. Henderson (which will be maintained by school administration for period of 4 years),
 - iii) Shall take attendance of members and ensure quorum
 - iv) Shall ensure completed minutes are sent to Chair, Vice-Chair, and Principal to be distributed before the next meeting and uploaded to an access point for the larger school community
 - v) Has signing authority on the account

- d) Treasurer
 - i) Shall make financial deposits,
 - ii) Shall coordinate with the Office Administrator for payment of the bills and record of deposits
 - iii) Has signing authority on the account
 - iv) Ensure that financial statements are reported at meetings and recorded in the minutes.

- e) Finance Committee Chair
 - v) Chair the Finance Committee Meetings
 - vi) Present the proposed yearly budget

- e) Fundraising Coordinator
 - i) Create and execute a fundraising plan including raised funds allocation

- ii) Monitor sub-committees for fundraising and grant proposals
 - iii) Fundraising reports at SAC meetings
 - iv) Chair the Fundraising Committee
- f) Indigenous Rep
 - i) TBD as role develops
 - g) Parent Representative (Kindergarten, Primary, Junior, Intermediate)
 - i) Maintain contact with parents/guardians, staff and students in the grade division that they represent.
 - ii) Maintain consistent communication with the Chair and Vice-Chair.
 - iii) Present ideas or feedback from the division you represent
- 2) Parent Member
- a) All members in attendance must be recorded in minutes.
 - b) Follow the SAC bylaws and the Code of Ethics

Vacancy of Positions

Should a vacancy occur on the SAC positions listed above, the executive will fill the role until the next council meeting. Any council member may be voted on from interested council members, who will submit their names for consideration. The SAC shall then appoint one of those who indicated an interest.

Conflict of Interest

Each SAC member shall avoid situations that could result in an inconsistency between the overall goals and vision of the school council and a personal or vested interest, that arise in connection with his or her duties as a SAC member. Should an issue or agenda item arise during a council meeting where a council member is in a conflict-of-interest situation, he or she shall declare conflict of interest immediately and decline from the discussion and resolution.

Conflict Resolution

- A. SAC members are elected to serve the school community and will always demonstrate respect for their colleagues on council.
- B. If a SAC member or members become disruptive during a meeting, the Chair shall ask for order.
- C. Every SAC member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- D. Speakers to an issue will maintain a calm and respectful tone at all times.
- E. Speakers will be allowed to speak without interruption.
- F. The chair's responsibility is to clarify the statements made by all the speakers, to identify common ground among the points of view raised, and to set out joint interests of all members.
- G. If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.

- H. If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

Meetings

- A. A quorum is formed when the majority of representatives are parents.
- B. The role of the SAC is advisory in nature and every attempt should be made to reach a consensus vote.
- C. A majority is defined as 50% of the voting members plus one vote in attendance
 - a Chair (tie breaker vote when needed)
 - i If co-chairs, they must agree and cast a single vote.
- D. The SAC will meet a minimum of four times per school year with a maximum of monthly throughout the school year - the date and time to be made suitable to the Principal and the membership.

Voting

Decisions reached by voting often expedite the business of a meeting as they usually take less time to reach. If your council chooses to reach decisions by majority vote, everyone on the council should be well informed, and the council as a group should discuss all of the implications before a vote is called by the chair. If your council decides to make decisions by majority vote formally, some simple rules of order can be followed.

Making a motion

1. An individual must be recognized by the chair before “obtaining the floor” to make a motion. This means that the chair must let a person know that it is his or her turn before that person can speak to the council and formally propose a course of action. Once an individual has the floor, he or she may make a formal proposal, or motion, beginning with the statement “**I move that . . .**”.
2. Before the motion can be considered, another individual must second the motion by saying “**I second the motion**”. This does not necessarily indicate that he or she agrees with the proposal, only that he or she believes that it is worthy of discussion.
3. Once a motion has been made and seconded, the chair restates the motion (“**states the question**”) so that everyone clearly understands what is being proposed. From this point on, until the motion is voted on, all discussion must focus solely on the question. If members of the group wish to discuss the motion, the chair opens debate. Each participant may speak to the question twice, but no one may speak a second time until everyone has had the chance to speak once.
4. If no one wants to speak further to the issue, the chair may ask the council if it is ready for “**the question**” (**ready to vote on the proposal**). The chair then repeats the motion and conducts the vote by asking for those in favour and those opposed. (The vote may be conducted by a show of hands, by standing, or by secret ballot.)

5. The majority needed to pass a motion should be stated in the school council bylaws. In case of a tie, the motion is defeated.

Tabling a Motion

A motion to table a motion means to set it aside for discussion at another time so that more pressing business can be discussed or more information about the issues can be obtained. The following rules apply to tabling a motion:

1. The motion to table a motion takes precedence over the discussion of the motion.
2. The motion to table a motion requires a seconder.
3. Once tabled, no further discussion on that motion will occur until the next meeting.

Motions that are null and void

Any motions that contradict provincial laws and regulations, local policy, or school council bylaws are out of order and invalid, even if voted on and passed by a majority vote.

Committees

The SAC may establish committees to make recommendations to the SAC during a meeting. Every committee shall include at least one parent member of the SAC. These meetings shall comply with the same requirements as the SAC meetings.

Fundraising

The SAC may engage in fundraising activities for James R. Henderson Public School and will adhere to Administrative Procedure 318 (Schedule B)

Should the organization dissolve, **any assets or property held or acquired from the fundraised proceeds of licensed lottery events**—including lottery trust accounts or property purchased with lottery proceeds—will be distributed to **charitable organizations that are eligible to receive lottery proceeds in Ontario**.

Schedule A: Roles and Responsibilities as Suggested by LDSB (not required to be exact)

Chair

What to Expect

Role Includes:

- 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).**

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 SAcKet** – 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 SACKets 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
 - 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 SACKet).
 - 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 SACket, 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.

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 SACket and welcome letter to families.
 - Council Newsletter – plan/prep 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 1st
- 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.

Vice-Chair and/or Co-Chair

What to Expect

Role Includes:

- 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 your 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

Secretary

What to Expect

Role Includes:

- 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 timelines 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

Role Includes:

- 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.

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, Fundriasing 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)