

School Council Roles

School Council Webpage: [School Council](#)

Current Bylaws: [School Council Bylaws_March 2023](#)

EXECUTIVE ROLES

Chair

The Chair is responsible for the overall business of the school council and ensures that the Mission and Goals are followed in all activities, and in communications, as well as in accordance with the Bylaws.

- Plans and attends all council meetings
- Prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council
- Ensures the school board receives an annual report from school council

Vice-Chair

The Vice-Chair assists the Chair in their duties, and ideally succeeds the Chair due to the experience they obtain during their term.

- Attends all council meetings and assists the chair with duties, as assigned
- In the absence of the chair, assumes the duties of the chair.
- Is the designated Personal Information Protection Act (PIPA)/Privacy officer of the school council and manages personal information in compliance with PIPA.
- Assumes responsibility in consultation with the school council, for communicating with the fundraising society.

Secretary

The Secretary is responsible for the management of the written materials of the school council.

- Attends all council meetings, keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications.
- Keep an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA).
- Ensures all material relating to the school council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the main office of the school.

Treasurer

The Treasurer monitors and controls all financial transactions of the school council.

- Attends all council meetings and keeps financial transactions of the school council
- Reports to the school council and complies with the school council and the Calgary Board of Education policies

In most cases the only funds handled by School Council are from the Alberta School Engagement (ASCE) Grant:

- \$500 per school council, to support enhancing parental involvement and engagement
- funds must be used by the end of the school year they were granted in
- funds **can** be used for: Information sessions on how parents can support student learning at home and at school; Parent resources and workshops on topics such as: mental health and wellbeing, cyber bullying, healthy living etc.; Programs to support multi-cultural and Indigenous families; Parent resources and tools in multiple languages; Parent engagement in promoting the value of arts; and Events to engage parents on important local issues
- funds **cannot** be used for the following: Meals, snacks or other food; Capital asset purchases (i.e. furniture, technology, etc.); Activities that have occurred prior to the date of the provision of funds; Organization membership or conference fees; Fundraising events; Prizes or incentives for parents and/or students; Payment to school board staff (honoraria, gifts); or Entertainment activities such as barbeques, volunteer teas, dances, concerts or performances, etc.
- CBE will send a pre-paid credit card in December, the Treasurer will need to sign the Declaration and will be responsible for dispersing the funds

[School councils | Alberta.ca](#) - Parent Engagement Grant Info

[School Councils | Get Involved | Calgary Board of Education](#) - CBE School Councils Annual Report Template

NON-EXECUTIVE ROLES

Key Communicator

The Key Communicator works to build and enhance a connection between parents, school communities and Calgary's public education system.

- Attends all council meetings

- Serves as the Board of Trustees' Council of School Councils (COSC) representative
- Attends the COSC meetings held every two months and share information back with the school council and community at the monthly meetings

[Meetings | School Councils | Get Involved | Calgary Board of Education](#) - COSC Meetings and Info

[Planning for Success in 2024 - CBE Connections](#) - CBE Connections Newsletter

Helpful School Council links:

[School Councils | Get Involved | Calgary Board of Education](#) - Calgary Board of Education School Councils Page

[1 discover 1 School Council Handbook](#) - Calgary Board of Education School Councils Resource Guide

[School Council Resource Guide](#) - AB Education - School Councils Resource Guide

<https://www.alberta.ca/school-councils> - Alberta Government School Councils Info

<https://www.albertaschoolcouncils.ca/> - Alberta School Councils Association - represent parents on school council to engage with Alberta's Education Ministry