

SCHOOL COUNCIL ELECTION INFO

COUNCIL EXECUTIVE POSITIONS

Chair: Chairs meetings, communicates with principal on regular basis, prepares and provides a report summarizing the activities of the Council in the previous year to the Board by September 30th of each year

Co-chair: Assume duties of the chair in their absence

Secretary: Records and prepares meeting minutes

REPRESENTATIVE POSITIONS

Class rep: Reports highlights of grade level learning and events

Community rep: Reports community news and events

PIA ELECTION INFO

PIA EXECUTIVE POSITIONS

President: Chairs the meeting, communicates with principal, oversees group activities

Vice-president: Assumes duties of president in their absence

Secretary: Records and prepares meeting minutes

Treasurer: Maintains financial records and performs duties related to the same (bank deposits, payments, etc.)

Hot Lunch Coordinator: Organizes hot lunch schedule and menus and oversees preparation of meals

Hot Lunch Purchaser: Orders and/or shops for items needed for hot lunch menu

Volunteer Coordinator: Maintains volunteer list and contacts/schedules volunteers as needed

Fundraising Coordinator: Organizes and coordinates fundraisers

Auditor(2): Review financial books at year end