

# **VJM SCHOOL COUNCIL POSITIONS**

## **EXECUTIVE POSITIONS**

### **CHAIR**

- Preside over all meetings and maintain meeting decorum.
- Prepare and distribute the meeting agenda, in consultation with the Principal.
- Ensure that minutes are recorded and maintained.
- Strive to ensure the diversity of the School Community is represented on Council.
- Follow existing Council Bylaws.
- Communicate with the Principal on a regular basis.
- Ensure there is regular communication with the School Community, beyond those who attend meetings.
- Solicit input from all Council members.
- Stay informed about School Board policy that impacts Council.
- Promote teamwork between the Council, Principal and School staff.
- Prepare an Annual Report to the School Board for submission by June 30<sup>th</sup>. Annual Report to be placed on the School website and presented at the AGM the following September.
- Represent the Council at various School Board meetings, Council of Councils meetings, stakeholder's meetings, and the media.
- Oversee all incoming and outgoing correspondence from the Council.

### **VICE-CHAIR**

- Assume duties of Chair as required.
- Monitor meetings for time and relevance.
- Keep informed of relevant School and School Board policies.
- Assist the Chair and undertake tasks assigned by the Chair.
- Prepare to assume the responsibility of Chair in the future.

### **SECRETARY**

- Record minutes of the meetings and ensure the minutes accurately reflect the directions agreed to at the Council meeting.
- Distribute minutes to Parents serving in Executive and Other Positions, Administration, Staff Liaison, School Trustee Liaison, and all other Parents in attendance within 21 days.
- Post a copy of the minutes on the School website.
- Ensure a copy of all Council meeting minutes, Council Bylaws, and Council 3-Year Plan is on file in the School office.
- Have a working knowledge of the Council Bylaws.
- Prepare a contact list of names and addresses of Parents serving in Executive and Other Positions. Distribute to these Parents, School Administration and School Secretaries.
- Work with other members of Council to keep the Council Bylaws and Council 3-Year Plan up-to-date.

# **VJM SCHOOL COUNCIL COMMITTEE POSITIONS**

## **COMPASSIONATE FRIENDS COORDINATOR**

- Coordinate the Compassionate Friends Committee, which provides practical and immediate support to VJM families in need, in cooperation with School Administration.

## **PARTNERS IN PRAYER COORDINATOR**

- Coordinate the Partners in Prayer group, who pray monthly for the needs of the VJM school community.

## **STAFF APPRECIATION COORDINATOR**

- Coordinate monthly treats for VJM staff, donated by volunteer Parents, in collaboration with Administration.

## **VOLUNTEER COORDINATOR**

- Prepare emails to be sent to VJM Parents to ask for volunteers to assist with the needs of the Council and the School.
- Develop, maintain and distribute lists of available Parent volunteers.