**Roles and Responsibilities**

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| **Role** | **Main Responsibilities** | **Before the Meeting** | **During the Meeting** | **After the Meeting** |
| Chairperson | As chairperson, you have a responsibility to prioritize topics that are brought up and need to be addressed, and to direct council members, other parents, and community members to the appropriate channels.  As chairperson, try to ensure that the workload is being shared by all members. | You will be working with the Council Lead to:  • identify agenda items,  • help determine the priority of each item,  • decide long each item will take to discuss,  • identify any communications that need to be done before the council meets. | You are responsible for facilitating the meeting in a way that provides all members with an opportunity to participate.  • Refer to the agreed-upon agenda and identify the impact of any lengthy discussions.  • Use the rest of the committee- defer to them for support and input when needed.  • Defer items where more information is needed; and  • Watch the clock and stay within your allotted timelines! | • approve the draft minutes from the last meeting   * Set the agenda for the next meeting and ensure that they are distributed in a timely fashion * Ensure handouts and other materials are prepared in advance of next meeting. |
| Deputy Chairperson | The role of the Deputy Chairperson is to:   * help the Chairperson decide on the agenda for the meetings. * stand in for the Chairperson or secretary if either of them is absent from the School Council meetings. | * Help the Chairperson decide on the agenda for the meetings. | * Stand in for the Chairperson or secretary if either of them is absent from the School Council meetings. | * Help the Chairperson review or edit minutes * Help the Chairperson Set the agenda for the next meeting and distribute |
| Secretary | School Council secretaries are chosen by the Council to carry out the paper work and administration. | * Prepare handouts * help the Chairperson and Deputy Chairperson in deciding the agenda for the meetings * Type material for chairpersons as needed | * Sit beside the Chairperson * Write minutes: record the decision or action. * Interrupt if you need clarification * Take time to participate, as a contributing member of the School Council. | * Draft the minutes and get them approved by the Chairperson. * Distribute copies to Councillors and Mrs Rudd. * Prepare handouts and other materials in advance of next meeting. |

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| Communications Officer | You will need to be a clear speaker and a good writer. The role of the Communications’ Officer, is to communicate on behalf of the School Council about School Council action, which includes:   * Informing visitors about the School Council * Writing articles about the School Council e.g. for the newsletter, website, twitter * Organising posters for events or raising awareness. * Work closely with the promotions Officer, when necessary | * Inform Chairperson of any activity completed to inform agenda | * Take time to participate, as a contributing member of the School Council. * Inform council of recent activity concluded * Contribute ideas to support School Council action | * Undertake the agreed communication, agreed in the meeting |
| Promotions Officer | You will need to be familiar with using a range of software programs and IT and have a creative eye.  The role of the Promotion’s Officer, is to promote the School Council and School Council action, which includes:   * Take photographs/videos of activities or events e.g. for the website, twitter etc * Create slide shows for assemblies, parents etc * Create a scrapbook of School Council Achievements * Work closely with the Communications Officer, when necessary | * Inform Chairperson of any activity completed to inform agenda | * Take time to participate, as a contributing member of the School Council. * Inform council of recent activity concluded * Inform council on opportunities that you can support School Council action through promotions | * Undertake the agreed promotional activity, agreed in the meeting |

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| Treasurer | The Treasurer has the responsibility to accurately report revenue and expenditures to council on a regular basis.   * Keep an up-to-date spreadsheet * Count money from events and fundraising * Ensure, two individuals always count money to double-check * enter it into spreadsheet * Handover money for safe storage | | Distribute updated copy of Treasurer’s report, when appropriate.  The Treasurer’s Report to contain:  - Opening Balance in records (should equal to the last closing balance)  - Year to date total deposits and payments  - Closing Balance in records (will be the following Opening Balance) | | Highlight areas that will be of interest to council members | | * distribute updated report to Councillors | |
| Councillors | | A School Councillor is elected to represent your class on the School Council   * suggest items for the school council to discuss based on what your class raises * feedback discussions and any decisions made by the School Council to your class * take on particular tasks for the school council if it is working on a special project. * Volunteer as needed | | * Empty responses from School Council box ad set an agenda * Hold a Class Council meeting * Log issues & ideas raised by Class * Send minutes to Chairperson for School Council agenda | | * Participate, as a contributing member of the School Council. * Be prepared to answer questions based on issues and suggestions raised by your class. | | * feedback our discussions and any decisions made by the School Council to your class in your next Class Council meeting. |

Next review date September 2022