

Job Descriptions for SWSSC

School councils exist to advise the principal and the Board of Trustees on school matters. The School Council seeks to collaborate with the community and parents, while maintaining a focus on the best interests of all students.

Following are the position descriptions for the School Council, as per the CBE's School Council Handbook:

The School Council President/Chair needs to be a parent of a student in the school. The chair actively encourages others to become involved in meaningful ways and organizes both programs and people. Typical duties include:.

1. Ensure school council is represented at Council of School Councils meetings.
2. Chair and organize meetings.
3. Ensure responsibilities for council members are clearly defined.
4. Strive to ensure the diversity of the school community is represented on council.
5. Communicate regularly with the school principal.
6. Ensure regular communication with the school community.
7. Ensure annual report is submitted to the Board of Trustees.
8. Stay informed about policies that impact school councils.

The Vice-President assists the chair and prepares to become the school council chair in the future. Typical duties include:

1. Chair meetings in the absence of the school council chair. 🗣️
2. Help prepare for school council meetings.
3. Prepare to assume role of chair in the future.

The Secretary acts as a recorder at each meeting and ensures meeting minutes are accurate. Typical duties include:

1. Act as recorder at meetings and ensure the minutes accurately reflect discussion.
2. Keeps minutes, correspondence, and records (including copies of school council annual reports) filed in an orderly, publicly-accessible fashion, in accordance with the Personal Information Protection Act.
3. Possess working knowledge of school council bylaws/operating procedures.
4. Distribution of meeting and event notices.

The Volunteer Coordinator sends out e-mail notifications to all parents/guardians that have provided the appropriate consent to do so. Typical duties include:

1. Maintain privacy of information, and ensure consent is on file, for all volunteers
2. Send out e-mails on behalf of SWSFC and SWS staff that require volunteers for specific events
3. Update SWSFC and SWS staff as to result of request.