

Date: as of May 2024

Council Roles and Responsibilities

President

- Calls all meetings of Sir John A Macdonald School Council (SJAMSC)
- Chairs all meetings of SJAMSC
- Heads committees for events that are intended to raise funds
- Discretionary powers as deemed by the Executive Committee
- Prepares and provides an annual report to the Board of Trustees by September 30 of each year summarizing the activities of the school council in the previous year and including a financial statement relating to money handled by the school council in the previous school year, if any, and how the funds were used.

b) Vice President

- In absence of President shall assume duties and powers of President
- Assists President as assigned

c) Secretary

- Attend and take accurate minutes at all SJAMSC Meetings
- Prepare minutes of all meetings for SJAMSC and file an official copy in the SJAMSC office which must be kept for a minimum of seven years. Retain one copy for personal file
- Keep a record of addresses and phone numbers of Executive Committee
- If unable to attend a meeting assign a member to take accurate minutes at the meeting and insure they are prepared and filed

d) Treasurer

- Attend meetings of SJAMSC
- Present monthly bank reconciliations
- Keep a record of all the financial transactions
- Prepare and file year end financial reports

e) Volunteer Coordinator (up to 2 people)

- Attend meetings of SJAMSC
- Organize and coordinate a volunteer program in conjunction with the Principal
- Maintain a current list of active Parent Volunteers
- Delegate volunteer duties according to School needs
- Act as liaison between School Staff and Parent Volunteers
- Report at regular meetings as needed

f) Key Communicator

- Attend meetings of SJAMSC.
- Attend CBE COSC (Community of School Council) meetings and report back to SJAMSC. Schedule [Meetings | School Councils | Get Involved | Calgary Board of Education \(cbe.ab.ca\)](#)

- The Community of School Councils (COSC) is comprised of school council chairs or designates from all CBE schools, members of the Board of Trustees and representatives from CBE administration.
- Report at Regular Council Meetings as needed