



# COALBANKS SCHOOL COUNCIL ANNUAL GENERAL MEETING

October 7<sup>th</sup> @ 6:30 pm – Coalbanks Elementary School  
Commons Area. **Masks are mandatory.** Thank you.



## SCHOOL COUNCIL MISSION STATEMENT/PHILOSOPHY

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To support and promote the school's mission statement through the establishment of a strong partnership between the school, parents, and community, and to ensure meaningful dialogue and participation in the decision-making process within this partnership. The School Council will undertake discussions and activities which will enhance student learning and foster the well-being and effectiveness of our School Community.

# SCHOOL COUNCIL MEETINGS AND DATES

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- Dates and times will be determined at our first council meeting.
- Once council has been elected, we hope to have a planning session before the end of June so that we are ready for the upcoming school year. However, this will be determined following the elections.
- Agendas will be created by the School Council Chair and the School Principal prior to each meeting. Agendas will be posted 5 days prior to the actual meeting date on our school website.

# OVERVIEW OF NOMINATIONS AND ELECTION PROCEDURES

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- Must be present to be nominated
- If multiple names are presented for a position, then a vote will occur.
- If only one name comes forward, then that individual is in through acclamation.

# EXECUTIVE COMMITTEE

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- CHAIRPERSON
- VICE CHAIRPERSON
- SECRETARY
- TREASURER

# CHAIRPERSON DUTIES

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It is expected that the School Council Chairperson will be a parent of a student attending the School. Unless otherwise delegated, the Chairperson of the School Council will:

1. Chair all meetings of the School Council;	8. Have general supervision of all activities of the School Council;
2. Coordinate with the principal to establish meeting agendas;	9. Be the official spokesperson of the School Council;
3. Communicate with the principal on a regular basis;	10. Ensure there is regular communication with the school community, beyond those who attend meetings;
4. Call regular School Council meetings;	11. Stay informed about school board policy that impacts School Council;
5. Decide all matters relating to rules of order at the meetings;	12. Have signing authority, if required, on any financial accounts together with the vice-chair/co-chair and the treasurer;
6. Follow existing School Council operating procedures;	13. Submit an annual report in conformance with the Regulations.
7. Ensure that minutes are recorded and maintained;	

# VICE CHAIRPERSON DUTIES

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Unless otherwise delegated, the Vice-Chairperson/Co-Chairperson of the School Council will:

1. In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;	6. Promote teamwork and assist the Chairperson in the smooth running of the meetings;
2. In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;	7. Keep informed of relevant school and school board policies;
3. Work with and support the Chairperson in agenda preparation;	8. Prepare to assume the position of Chairperson in the future;
4. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;	9. Have signing authority, if required, on any financial accounts together with the Chairperson and the treasurer;
5. Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;	10. Aid the Chairperson and undertake tasks assigned by the Chairperson.

# SECRETARY DUTIES

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Unless otherwise delegated, the Secretary of the School Council will:

1) Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;	4) Distribute notices of meetings and other School Council events as required;
2) Keep minutes, correspondence, records and other School Council documents;	5) Ensure all materials relating to the School Council including resources (Alberta School Council Resource Guide), all meeting minutes and any relevant documents are available to the public in an accessible location in the School;
3) Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;	

In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.



# TREASURER DUTIES

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Unless otherwise delegated, the Treasurer of the School Council will:

1. Keep accurate records of all financial transactions;	4. Have signing authority on any financial accounts together with the Chairperson and Vice-Chairperson/Co-Chairperson;
2. Ensure that records are available upon request of the school board or public;	5. Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report;
3. Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;	

# CALL FOR NOMINATIONS

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- CHAIRPERSON
- VICE CHAIRPERSON
- SECRETARY
- TREASURER

# ADJOURNMENT

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Thank you for taking time to join us for our first AGM this evening. We hope to see you out to our monthly council meetings. Have a wonderful summer and we look forward to seeing you in the fall.