

Guide for roles and responsibilities of council officers

(Source: CSCC Handbook August 2017)

The chairperson will:

- conduct meetings of the council;
- ensure that all members have input on discussion and decisions;
- prepare meeting agendas in consultation with the principal and other council members;
- oversee council operations council;
- establish networks that support the council; and,
- act as a spokesperson for the council.

The vice-chairperson will:

- support the chairperson in his/her duties, taking over when the chairperson is unable to attend;
- perform responsibilities assigned by the chairperson; and,
- normally become the chairperson the following year.

The secretary will:

- take minutes at council meetings;
- receive and send correspondence on behalf of the council;
- take charge of any official records of the council;
- maintain a membership list of all council members; and,
- ensure that appropriate notice is given for all council meetings.

The treasurer will:

- record all expenses and revenues;
- report to the school community council on a monthly basis by accessing a financial report showing all transactions through GSCS online web portal;
- prepare all monies for deposit; and,
- reconcile Purchase Card each month.