

Roles and Responsibilities of Council Executive

Executive Members

- Council Executive consists of a slate of elected Officers with specific responsibilities. The Officer positions and procedures shall be described in the Council's constitution and shall include the Chair, Vice or Co-Chair, Secretary, and Treasurer. The Council Executive may also include, but is not limited to, the Fundraising Chair, Special Events Coordinator, Environmental Chair, Communications Officer, Volunteer Coordinator/Support Person, Breakfast Club Coordinator, and Parent Member(s)-at-Large.
- Attend and participate in Council meetings.
- Serve on Council committees.
- Act as links between Rideau and the community.
- Encourage the participation and involvement of all parents and students within Rideau.
- Encourage the support of the community for Rideau.
- Ensure the Council is governed by the terms of the Constitution.
- Only Executive Members of Council have voting privileges.

Chair

- Schedules Council meetings in consultation with the Principal of Rideau.
- Prepares the agenda for meetings in consultation with the Principal and chair meetings.
- Ensures that minutes of the meetings are recorded and maintained.
- Participates in information and training sessions.
- Communicates regularly with the Principal.
- Consults, on behalf of the Council, with senior Board staff and trustees as needed, and arranges for Council to be represented at related functions and meetings.
- Provides for regular communication among the Council, parents, the community, and existing organizations within the school, as well as with other School Councils.

Vice-Chair/Co-Chair

- Assumes the duties of the chair in her/his absence.

Secretary

- Takes minutes of the meetings and posts them on the Council website.

Treasurer

- Keeps record of all monies received and paid out.
- Provides monthly statements at Council meetings.
- Generates a yearly budget for the Council in consultation with Council.

Fundraising Chair

- Follows the Fundraising and Charitable Donations Policy for Rideau Public School.
- Researches possible fundraising ideas and profits gained from these activities.
- Reports to the Parent Council and advises on the best choices for fundraising in the upcoming year.
- Sets up fundraising schedule.
- Submits a yearly fundraising report to the Parent Council.
- Coordinates volunteers when needed for various fundraising projects.
- Communicate with the newsletter writing team and communications office to inform the community.

Special Events Coordinator

- Plans and organizes family functions for the Rideau families.
- Endeavours that 2 major functions are held each year, such as a Halloween Dance and June Fun Fair.
- Communicates with the newsletter writing team and communications officer to inform the community.

Environmental Chair

- Is responsible for any environmental issues deemed necessary.
- Reports updates on upcoming projects.
- Sets up schedule for the summer months to tend to all of the gardens, the bushes and trees.
- Coordinates volunteers when needed for projects.
- Communicates with newsletter writing team and communications officer to inform the community.
- Coordinates schoolyard improvement issues.

Communications Officer(s):

- Updates and maintains the Parent Council website.
- Ensures that the links to minutes and other pertinent information are posted on the website.
- This position may be split, with a separate person managing the web site.

Volunteer Coordinator/Support Person

- Collects all volunteer forms.
- Contacts all volunteers for orientation and distributes volunteer handbook.
- Maintains database of volunteers.
- Asks each class to try to acquire 2 parent/guardians to be class representatives responsible for making phone calls if Parent Council, teachers, or administration are looking for volunteers for various projects.
- Provides support where needed.

Breakfast Club Coordinator

- Responsible for overseeing all aspects of the Breakfast Club.
- Ensures food is ordered and picked up as needed.
- Coordinates Breakfast Club volunteers in conjunction with Volunteer Coordinator.
- Prepares and submits proper reporting as required to Food Sharing Project.
- Prepares (in conjunction with Parent Council) and prominently posts a Breakfast Club Code of Conduct.

Principal

As a designated member of the Council Executive, the Principal shall:

- Facilitate the establishment and operation of the Council.
- Support, facilitate and promote the Council's activities.
- Act as a resource to the Council respecting laws, regulations, Board policies and collective agreements as required in order to facilitate the operation and business of the Council.
- Seek input from the Council in areas for which it has been assigned advisory responsibilities.
- Obtain and provide information required by the Council to enable it to make informed decisions and provide appropriate advice.
- Communicate regularly with the Chair of the Council.
- Keep the appropriate supervisory officer informed of the activities of the Council.

Parent Member(s)-at-Large

The Parent Member(s) at large shall:

- Participate in the Council meetings.
- Be encouraged to participate in any Council committees.

Teacher Representative

The Teacher Representative shall:

- Facilitate communication between the teaching staff and the Council.

Community Representative

The Community Representative shall:

- Act as a liaison between the School and the community at large.
- Be invited to assist the Council in achieving specific and well-defined mandates, on an expert, consultative basis.

Kinder-Committee Representative

The Kinder-Committee exists to assist the Kinder community with the transition to school by:

- Building relationships and encouraging involvement of parents within the Rideau Public School kindergarten community (students, parents, and teachers) through activities on the school premises.
- Advocating for Kinder community issues or interests.

The Kinder-Committee is a sub-committee of Council. The Kinder-Committee is represented on Council by a member of the Kinder-Committee that is elected by the Kinder-Committee.

The Kinder-Committee Representative shall:

- Act as a liaison between the Kinder-Committee and the Council.