

St. Josephine Bakhita Catholic School

PARENT COUNCIL ELECTED POSITIONS

The Chair/Co-Chairs: The chair/co-chairs of the council are elected by the council members and must be a parent or parents who are not employed by the school board. The chair/co-chairs are voting members who, in addition to performing the same duties as other council members, might:

- arrange for meetings;
- prepare agendas;
- chair council meetings;
- ensure that minutes of council meetings are recorded and maintained;
- facilitate the resolution of conflict;
- participate as ex-officio members of all committees established by the school council;
- communicate with the school principal on behalf of the council.

Note: A school council's operating bylaws may outline other specific duties for the chair/co-chairs, as well as for other officers of the council, such as a secretary or treasurer.

Secretary: The secretary attends meetings and records the minutes of the meeting. The minutes are then sent to principal and are posted to the school website.

Parent Representatives: Parent representatives are voting members who:

- participate on any committees established by the school council;
- contribute to the discussions of the school council;
- solicit the views of other parents and members of the community to share with the school council;
- observe the council's code of ethics and established bylaws.