



## ATTENTION PARENTS

Our first School Council meeting is on **Monday September 21, 2020 at 6pm**, it will be a zoom virtual meeting. Please reply to [macphersonm@fsd38.ab.ca](mailto:macphersonm@fsd38.ab.ca) if you would like to attend. A link will be sent out at 5:45 on that day.

**All executive positions on School Council are open for re-election, we welcome all those interested.**

**C Ian McLaren School Council AGM** will be held on **Monday October 5** at 6:00pm, it will be a zoom virtual meeting. Please reply to [macphersonm@fsd38.ab.ca](mailto:macphersonm@fsd38.ab.ca) if you would like to attend. A link will be sent out at 5:45 on that day.

**Executive** The positions of the executive committee shall consist of:

- a. A chairperson, vice chairperson, past chair, secretary and treasurer (if required)
- b. All executive positions must be filled by parents of students enrolled at C. Ian McLaren Elementary School.
- c. Every member of the school council and/or parent of a student enrolled at McLaren Elementary School or children in the Early Childhood Services Program are eligible to be elected to an executive position on school council.
- d. The executive will be elected annually at the annual general meeting of the C. Ian McLaren School Council in October. The term shall run from October to October.

## **Duties of the Officers**

The following members of the executive will serve as officers of the council. Their duties will be as follows:

### a. The Chair

- The chair person shall be responsible for planning the meeting agendas in consultation with the principal, facilitating school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Alberta Home and Schools Councils' representative for C. Ian McLaren School and will attend area meetings. The chair ensures the school board receives and annual report from school council.

### b. The Vice-Chair

- The vice-chair shall assist the chair with duties as assigned and, in the absence of the chair, assume the duties of the chair person. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility, in consultation with school council, for communicating with the fundraising society.

### c. The Secretary

- The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all materials relating to the C. Ian McLaren School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in C. Ian McLaren School.

### d. The Treasurer

- The treasurer shall be responsible for keeping accurate financial transactions of the council, present an accurate of the funds to the members, present the annual budget, prepare a yearly financial statement and prepare the account for auditing.

Other Officers as needed