

Join Our Team!

2018-19 Available Positions

EXECUTIVE POSITIONS

Chair (or Co-Chair)

- Chair all meetings of the School Council;
- Coordinate with the Principal to establish meeting agendas;
- Communicate with the Principal on a regular basis;
- Be the official spokesperson of the School Council;
- Ensure that there is regular communication with the whole School community through a variety of channels (Facebook, email, bulletin boards, etc);
- Stay informed about School Board policy that impacts School Council;
- Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or the Treasurer;
- Provide the School Board with an annual report that summarizes the School Council's activities for the previous School year; and
- Have general responsibility for all activities of the School Council.

Treasurer

- Keep accurate records of all financial transactions, including responsibility for the deposits of all School Council funds.
- Manage annual budget
- Present financial summary & review transactions at monthly Council meetings
- Prepare annual financial report that summarizes School Council's financial activities for the previous school year and provide to the School Board

Secretary

- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- Post copies of minutes, correspondence, records and other School Council documents in an accessible location on the School website
- Distribute agendas, minutes, notices of meetings and notices of other events to Council executive and the broader School community.

COMMITTEE CHAIRS

Fundraising Coordinator

- Plan & execute 2 fundraising campaigns per year - Apple Fundraiser (Sept), & Direct Donation Campaign (Oct/Nov)
- Work closely with Council Chair(s) and Principal/Admin to ensure these campaigns are communicated effectively

Fun Lunch Coordinator - Healthy Hunger website

- Input vendors and food items several times over the year into the Healthy Hunger system
- Manage accurate & consistent margins on the food items
- Report occasionally at meetings, or give a report to the Chair to update Council
- Provide a year end report in May
- *Can be combined with the Fun Lunch - Volunteers role below if desired.

Fun Lunch Coordinator - Volunteers

- Monitor the sign up genius for fun lunch volunteers to make sure there are parents signed up to hand out food each week
- Ensure parents know what they need to do each Thursday to organize food and handle any issues that may occur (vendor is late, food is missing from order)
- Ensure there are required supplies (wipes, etc) at both campuses for the food bins
- Provide a year end report in May

Fresh Fruit Program - Coordinator

- Organize a team of volunteers, using Sign-Up Genius, to pick up and deliver fresh fruit from Lakeview IGA to both campuses every Monday
- Act as key point of contact with Lakeview IGA and/or the community suppliers who have been generously supporting our fresh fruit program
- Request monthly invoices from vendors and submit to executive for payment. Deliver cheque to vendor.

Feed the Teacher Coordinator

- Submit a Sign up Genius to the Volunteer Coordinator outlining what dishes are needed for parents to donate (Feed the Teacher is held 2 times per year - Nov & Mar)
- Coordinate the food set-up with volunteers
- Order a main dish (usually chicken from Lakeview IGA prior to the event so it can be picked up the day of)
- Give a year end report in May

Scholastic Coordinator

- Choose several dates throughout the year for Scholastic sales
- Hand out leaflets to the Bel Aire campus, submit several leaflets to the Lakeview office
- Manage orders on the Scholastic website after they are submitted with payment
- Hand out orders when they arrive at Bel Aire
- Manage the earnings on the Scholastic website
- Give a year end report in May