

# EGSS Parent Council Elections for the 2023/24 School Year

To be held in the School Library

Tuesday, May 16, 2023, at 7pm

You DO NOT need to be present to run

# Why Join Parent Council?

- Your input is crucial in a successful school year
- Have your voice heard
- Make new parent friends
- Get to know the school administration, our board representatives and teachers
- Always know what's going on at the school
- Your kids will love seeing you at the school and school events
- We work as a team! No matter what your position, you are never alone. The entire parent council is there to support you and work with!

# How to Join Council:

- Email [gss-school-council@redeemer.ab.ca](mailto:gss-school-council@redeemer.ab.ca) by Monday, May 15 to secure your nomination. Include your full name, child's grade, and position you are interested in.
- Voting will take place in person on Tuesday, May 16 at 7pm. Positions will begin September 2023 and go through the 2023/24 school year

# Council Positions:

## Positions that hold a 2-year term

- Chair: Accepting new nominations
- Vice-Chair: Accepting new nominations
- Treasurer: Entering 2<sup>nd</sup> year of term

## Positions that hold a 1-year term

- Secretary/Communications Representative: Accepting new nominations
- Social Representative: Accepting new nominations
- Fundraising Coordinator: Accepting new nominations
- Volunteer Coordinator: Accepting new nominations

No experience necessary for any position. We are here to work together and support each other.

Much of the groundwork of each position has been laid by the wonderful volunteers who have held these positions in the past!

# Chair

- Prepare & distribute meeting agendas
- Facilitate meetings
- Ensure decisions made by council are followed through on
- Represent council at ward meetings
- Present annual report to the school board
- Maintain continuous communications with school administration
- Ensure the school community is kept informed of council proceedings and activities
- Ensure that council is represented at special functions such as faith days, and council of councils meetings
- Have joint signing authority with at least one other officer of council or as required by the banking institution of the council
- Act as spokesperson for council
- Participate in information and training sessions when available

# Vice-Chair

- In the event of resignation, incapacity or leave of absence of the chair, to fulfil the chair's responsibilities
- In the absence of the chair, supervise the affairs and preside at meetings and events of the school council

# Treasurer

- Responsible for deposits of all monies paid to council and for all expenses and disbursements approved by council
- Have joint signing authority with at least one other officer of council or as required by the banking institution of the council
- Maintain accurate and up to date records of the financial transactions of the council and submit a brief report at each council meeting
- Prepare and provide an annual financial report of the council's financial activities at the end of each year
- Ensure access to council financial records by the council members
- Present updates on the budget to the parent community and members of the ward and division as required

# Social Representative (Events!)

- Seek out ideas, functions and activities to generate a positive social and spiritual climate for council, students, parents, guardians and staff
- Determine and present the physical, financial, spiritual manpower and other needs to achieve successful social events and activities to council
- Organize and coordinate the necessary actions to carry out approved events and activities

# Secretary & Communications Coordinator

- Act as a recorder at each meeting and ensure that the minutes are prepared accurately at all Parent Council and Parent Council Executive meetings
- Distribute meeting minutes to council team in a timely manner
- Create and distribute weekly Parent Council School Emails
- Communicate with and act as liaison with Classroom Representatives on a regular basis
- Seek approval from the chairperson or their designate prior to the release of any documents
- Maintain the council social media pages and updates regularly
- Manage the inbox for council emails and forward appropriately

# Fundraising Coordinator

- Work along side the social representative for fundraising initiatives
- Determines which events have been successful in the past and continue the traditions while making changes where necessary. (e.g. Math-A-Thon)
- Create and implement new and efficient fundraising programs that include kids and families

# Volunteer Coordinator

- Work with the social representative to coordinate volunteers for various events
- Provide updates on opportunities to the Secretary to post on social media and weekly emails
- Manage and coordinate volunteer positions at each school function by delegating duties, providing job descriptions, managing volunteer expectations and providing on-site coordination

# Not quite ready to join council? We still need you!

- Hot Lunch Volunteers
- Classroom Representative
- General Volunteers

If you have any questions about the positions available or how you can help, please reach out to us at [gss-school-council@redeemer.ab.ca](mailto:gss-school-council@redeemer.ab.ca)