

MANOR PARK SCHOOL COUNCIL 2017–2018 Council Elections

School Councils play an important role in ensuring the success of all students and in communication between parents and the school community. Serving on your School Council can give you the chance to add your ideas in decision-making and to be a voice for parents and your school community.

The Manor Park School Council organizes fundraising activities to support the educational experience of the children at Manor Park School. The fundraising activities include the May Fair, Plant Sale, Pizza Lunch, Scholastic Book Fair, Movie Night and Dance-A-Thon.

General Information:

- There are 11 elected positions on the Manor Park School Council.
- All positions are for a one-year term, starting on the date of confirmation, and can be shared by more than one interested person.
- Commitment time is one monthly Council meeting (2 hours at the school during the evening) plus additional time for each position.
- Council meetings are typically held on the third Wednesday of each month.
- You must be in attendance at the election to accept a position.

***** THE ELECTION WILL BE HELD AT THE FIRST COUNCIL MEETING, ON SEPTEMBER 20 AT 7PM IN THE LIBRARY. *****

These are the initial roles and responsibilities of Council Members. Time commitments outlined below are in addition to the 2 hour monthly Council meetings.

Council Chair: The Chair plays an important leadership role in the operation of Council. Acting on behalf of all parents/guardians of students at the School, the Chair liaises with the Principal, Staff and Board representatives to enhance the quality of life for all students at MPPS. **Time commitment:** 4 hours a week.

The duties of the Chair include, but are not limited to, the following:

- the agenda for Council meetings in consultation with the Principal and members of the Council;
- chairing monthly meetings of the School Council;
- communicating with the Principal;
- regular communication with the school community (i.e. monthly newsletter);
- consulting with the school community, the trustee and senior Board staff;
- proposing the objectives for the school year;
- represent School Council at MPPS school functions;
- preparing the Council's annual report;
- conducting the business of the Council between meetings, including keeping the school community informed of current issues and dealing with priority issues in consultation with the other Council members;
- coordinate all gifts / cards for staff

Vice-Chair: The Vice-Chair works closely with the Chair to assist in the day-to-day operation of the Council. The Chair may delegate specific responsibilities to the Vice-Chair and should stand in for the Chair at the request of the Chair or when the Chair is otherwise unavailable. **Time commitment:** approximately 2 hours a week.

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Past Chair: (not an elected position) Provides advice to/acts as a resource for the Council. Time commitment: As required.

Secretary: The Secretary of the School Council is responsible for the administration of the Council. The main responsibility of the Secretary is to take, distribute and maintain accurate minutes of Council meetings, including the recording of motions or votes undertaken by the Council. Time commitment: 2 to three hours a month.

The Secretary is required to provide notice to the school community of Council meetings, attend Council meetings, or appoint a designate to undertake their responsibilities. Minutes must be approved and amended as necessary, and made available to the Community. The Secretary is also responsible for:

- ensuring that the minutes are signed by either the Chair or Vice Chair following their adoption by the Council;
- ensuring that the minutes are retained for a five-year period;
- providing, on request, a copy of the minutes to any member of Council or the school's community

Communications Coordinator: This member is responsible for collecting information to include in the monthly newsletters and on the Council's website. Working closely with the Chair, this member must also create and distribute the newsletter and ensure the website is up-to-date with appropriate information. This member will also regularly monitor the Council email and ensure that emails are forwarded to the appropriate individual.

Kindergarten Representative: Must be a parent/guardian with at least one child in either Junior or Senior Kindergarten. The Representative brings issues relevant to the Kindergarten program to the attention of the Council. Time commitment: as interested (an hour a week or less).

Primary Representative: This Member must be a parent/guardian with at least one child in the Primary grades (grades 1–3). The Primary Representative brings issues relevant to the Primary grades to the attention of the Council. Time commitment: as interested (an hour a week or less).

Junior Representative: This Member must be a parent/guardian with at least one child in the Junior grades (grades 4–6). The Junior Representative brings issues relevant to the Junior grades to the attention of the Council. Time commitment: as interested (an hour a week or less).

Ottawa–Carleton Assembly of School Councils (OCASC) Representative: This member is responsible for attending the OCASC meetings – about 10 in total for the school year (2 hours long). The meetings are held on the third Thursday of the month during the school year at Fisher Park School. The OCASC representative is responsible for representing the views of Council to this group of Councils, and report back to, or seek input from, Council with regard to the activities of OCASC.

Community Liaison Delegate: Time commitment: 4 hours a month. This Member is responsible for attending the meetings of the Manor Park Community Council (MPCC) and the Manor Park Community Association (MPCA) representing the views and raising common issues of the School Council, and pursuant to their meetings, report back to, or seek input from, Council.

Member-at-Large: The two (2) members-at-large represent the interests of the entire school community, having have no specific duties assigned. Time commitment: as interested.

Treasurer: The role of the Treasurer is key to the running of the School Council. Duties include, but are not limited to, the following:

- member of the budget committee
- write cheques for School Council expenditures and obtain a 2nd signature for the cheques

- make deposits for fundraising activities (pizza lunches, plant sale, May Fair, etc)
- investment of excess funds
- maintain a record of School Council financial activities, including balancing the bank account
- provide a report of financial activities at monthly School Council meetings
- obtain floats for fundraising activities
- communicate with school staff regarding funds due to Manor Park School for School Council approved expenses

Manor Park School Council – Nomination Form

Note: This form is to be used only for those wishing to elect, or be elected, as a member of the School Council. Please return this form to school with your child. If you are unsure which position you wish to nominate yourself/be nominated for, you may indicate your “first”, “second”, etc., preference below. All nominees must be in attendance at the election to accept a position.

I wish to nominate (you may nominate yourself) _____ for the elected position and to serve as:

School Council Positions:

- Chair
- Vice-Chair (Council)
- Secretary (Council)
- Communications Coordinator
- Kindergarten Representative
- Primary Representative
- Junior Representative
- Ottawa Carleton Assembly of School Councils (OCASC)
- MPCC Community Liaison
- Member at Large
- Treasurer

Name of Nominator (if applicable): _____

Phone: _____ Email: _____

Name of Nominee: _____

Phone: _____ Email: _____

Is this nominee an employee of the Ottawa–Carleton District School Board (OCDSB)? __Yes __No

This nominee is the parent/guardian of _____ who is/are currently registered at Manor Park Public School (MPPS) in grade(s) _____.

Nominator's Signature

Date

All candidates must be prepared to outline interest and reasons for the nomination if required. Contact the school council if you need more information: manorparkschoolcouncil@yahoo.ca.