

LBHS School Council

Although each executive position has specific duties and responsibilities, whenever possible, the Executive Committee members will work as a collaborative team to ensure a strong collective voice for the Council. The Executive Committee members are responsible for:

- Carrying out the day to day operations of the Council
- Ensuring that decisions made at council meetings are acted on
- Ensuring that policies are in place to facilitate the work of the Council
- Encouraging a culture of respect and collaboration at all Council meetings, activities and functions

Positions and Duties

- **Chairperson**
 - Chair all meetings of the Council
 - Coordinate with the principal to establish meeting agendas
 - Communicate with the principal on a regular basis
 - Consult with the Executive Committee on guiding policies
 - When practical, strive to consult with the Executive Committee on council business
 - Call regular Council meetings
 - Enforce rules of order at the meetings
 - Follow existing council operating procedures
 - Have general supervision of all activities of the Council
 - Be the official spokesperson of the Council
 - Communicate with the larger community regarding matters that are related to the Council
 - Ensure there is regular communication with the school community, beyond those who attend meetings
 - Stay informed about CBE policies and regulations that impact school councils
 - Submit an annual report in accordance with CBE Administrative Regulations
- **Vice Chairperson** - Unless otherwise delegated, the Vice-Chairperson of the Council will
 - In the absence of the Chairperson, fulfill the responsibilities of the Chairperson
 - Work with and support the Chairperson in agenda preparation
 - Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the Council
 - Support and assist the Chairperson in their roles and responsibilities
- **Key Communicator** - Unless otherwise delegated, the Key Communicator of the Council will
 - Assist the chair in maintaining regular contact with the School Board
 - Receive regular updates from CBE and communicate those to Council
 - Attend CBE hosted council events such as Council of School Councils
 - Work with School Administration and Council to communicate information back to the larger community
 - Act as an advisory member to the Chairperson on communication with the parents/guardians of the school
 - Assist the Chairperson in maintaining Council communication with the larger school parent/guardian population

- **Secretary** - Unless otherwise delegated, the Secretary of the Council will
 - Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the Council meeting
 - Keep minutes, correspondence, records and other Council who have knowingly provided their contact information, in compliance with PIPA
 - Distribute notices of meetings, and other Council events and information as required.
 - Ensure Council meeting minutes are available to Council members in a timely fashion

- **Grades 10, 11 and 12 Parent/Guardian Representatives** - Unless otherwise delegated, the Grade Parent/ Guardian Representatives will
 - Be responsible to represent the specific interests of their grade to Council
 - Strive to communicate with other parents of that grade in order to bring a collective voice to the Council

- **Lord Beaverbrook Music Parent Association Representative** - Unless otherwise delegated, the LBMPA Representative will
 - Be responsible to represent the specific interests of music parents to Council
 - Strive to communicate with other parents of the LBMPA in order to bring a collective voice to the Council

- **Volunteer Coordinator** Unless otherwise delegated, the volunteer coordinator will:
 - Keep a dated record of the contact information (in accordance with PIPA) of those parents who have agreed to be available to volunteer in the school;
 - Communicate with school administration to determine possible volunteer opportunities for parents;
 - Inform parents of opportunities to volunteer;
 - Organize the volunteers in order to be effective and coordinated;
 - Communicate with other Executive Council members regarding the volunteer opportunities;
 - Be responsible for coordinating individuals in the events that Council chooses to host, so long as those events fall within the specific framework of Council.

- **Member at Large**
 - The Member at Large will attend Council meetings and assist the Executive as requested