

HELP US SHAPE THE FUTURE OF SOUTHVIEW

Join other parents on our council team!

Call for Nominations for the 2024/2025 Parent Council

Please complete this form if you are interested or know someone interested in running for an elected council, coordinator, or committee position. Please see Role Description form for options and specifics.

- If you need a paper copy, they will be available in the main office.
- Submit your interest or any questions electronically to the School Council svviewsac@gmail.com or in person to the school's main office by September 26, 2024.

Formal Elections will be held on September 26, 2024.

Name

Email

Telephone

Position of Interest

I am not interested in a council position, but would like to volunteer, coordinate, be on a committee or help in another way;

- ☐ Program/Event Committee
- ☐ Fundraising Committee
- ☐ Accessibility Committee
- ☐ Book Fair Volunteer
- ☐ Hot Lunch Volunteer
- ☐ Event Volunteer
- ☐ Other _____

Descriptions for Elected School Council Positions

Chair

Represents, works with and provides support to all school community and council committee chairs. This person works closely with the school Principal and VP, school staff and parents to enrich the education of all students. Additionally, they preside over and conduct monthly council meetings, set agendas and schedule meetings (in consultation with the VP/Principal). The chair promotes discussion amongst council members and the community, receives and reports on correspondence sent and received by council. Acts as coordinator between the school board and council. Receives documentation from board and keeps council advised of board decisions, activities etc.

Vice Chair/Co-chair

Presides at meetings in the absence of the chair or upon the incumbent's inability to serve. Responsible for overseeing all sponsored events and programs.

Treasurer

Works with the council and coordinators in developing an operating budget, keeps a full and accurate account of receipts and expenditures and serves as the liaison with the Board of Education. Additional responsibilities include depositing/disbursing funds on behalf of the council, the preparation of monthly financial statements, and the preparation & filing of all necessary financial reports.

Secretary

Attends scheduled council meetings, records, maintains and distributes minutes of meetings, keeps non-financial records of council.

Fundraising Coordinator

Plans, manages fundraising activities of council. Works closely with volunteer coordinator and treasurer.

Volunteer Coordinator

Responsible for recruiting and organizing volunteers for events and activities. Maintains information and records pertaining to volunteer activities. Works closely with school staff and other council leaders.

Program/Event Coordinator

Plans and coordinates school-wide activities and events with event leaders and their committees. Works closely with the volunteer coordinator. Organizes hot lunch program.

Community Representative

Represents members of the community on the Council. Must not be the parent or guardian of a child attending Southview Public School, or an employee of Southview Public School. If employed by the Board, this information must be made public. Must live or work within the catchment area of the school.

Indigenous Rep

This is a newer role, acting as a liaison between Indigenous families and SAC, and between Southview and the District Indigenous Team. This position will grow and change organically as role develops

Grade Representatives

Liaison between teachers and parent council to bring forward ideas, volunteer opportunities, or funding requests.

- Kindergarten/Primary
- Junior/Intermediate