



CASTLEFRANK ELEMENTARY SCHOOL

55 McCurdy Drive, Kanata, ON, K2L 4A9 Tel: (613) 592-8071, Fax: (613) 592-0921



School Council Executive Positions

School Council brings together the parent community and helps support the principal and school staff, while also looking for ways to enrich the school experience for Castlefrank students and families. Although everyone has a voice at council meetings, we also elect an executive team to carry out specific roles on the school council. These roles are outlined below. Executive members are first elected to the general council, with specific positions then being decided amongst the elected executive.

Note: Where sufficient interest exists, or for the purpose of succession planning, executive positions may be held by two executive members (e.g. co-chair, co-treasurer, etc) at the discretion of the elected council.

- **Chair:** the Chair of the School Council will create the agenda for the monthly meetings, and chair the meetings. They will have regular communication with the Principal and office administrator, as well as the School Board Trustee and/or OCDSB (as needed). They will work in collaboration with the Treasurer and other council members. They will manage the School Council email address. The Chair has a responsibility to ensure that the Council is respecting the Constitution and meeting the requirements of the Board. The Chair will provide a monthly update at each meeting.
- **Vice Chair:** the Vice Chair of the School Council will work with and help support the Chair. This role is not mandatory but helps when considering the benefits of succession planning.
- **Treasurer:** the treasurer of the School Council is responsible for the fiscal management of the School Council funds. This includes preparing the budget for the school year, reconciling the bank statement monthly, presenting the financial statements for each Council meeting, receiving and depositing monies, and issuing reimbursement cheques. At the end of each school year, the treasurer is responsible for submitting a financial report to the Board.
- **Secretary:** the role of the Secretary is to take attendance, record the minutes at each meeting, and ensure that they are distributed to council members and/or added to the Council Blog. The Secretary is responsible for keeping accurate voting records, and facilitating email voting when required.
- **Communications officer:** the Communications Officer is responsible for the maintenance and updating of the School Council Blog and other communication channels (emails, newsletters, social media), as required in order to keep Castlefrank parents and families informed of important information and upcoming events.
- **OCASC representative:** represents Castlefrank School Council at the Ottawa Carleton Assembly of School Councils. Attends monthly OCASC meetings, and presents a report at the following school council meeting.
- **Member(s) at Large:** provides general support to the school council. May help plan and run various programs, events, or committees depending on interest and availability. Examples may include hot lunch programs and community events (dances, movie night, etc).

For more information on school council, or any of the roles listed below, please contact sc-castlefrankes@ocdsb.ca.