

School Council Co-chairs

The Co-chairs of School Council act as the official spokespersons of the School Council. One or both Co-chairs attend the Trustee's Inter-school meetings and communicate with the Principal on a regular basis. The Co-chairs call monthly meetings, and prepare the agenda for each meeting in advance. The Co-chairs update the Principal Profile on an annual basis, write the annual report at the end of the year, and ensure that all other Council documents are kept up to date. The Co-chairs help the Treasurer create the budget for the year (subject to Council's approval) and ensure that a proper record of all financial transactions is maintained (the Co-chairs are signing officers for the Council). They work collaboratively with Council members to assign and delegate the roles and responsibilities of the Council and participate in regular communication with the coordinators of the various sub-committees of Council.

Time commitment: Three to four hours per week.

Executive Members

Executive Members commit to attending and participating in School Council meetings where they provide input on how council funds should be distributed and have a vote in determining how the council should spend its budget. At the meetings they contribute ideas to how we can better the school for the students. Executive Members participate in information and training programs. They act as a liaison between the School Council and the community and encourage the participation of parents from all groups and of other people within the school community. Executive Members work collaboratively with other School Council members to carry out the roles and responsibilities of the Council and often step in to volunteer and help plan various special events during the year.

Time commitment: two to three hours per month throughout the school year.

Treasurer

The Treasurer ensures the safe keeping of Council finances in accordance with the policies and procedures of the Ottawa Carleton District School Board. Specifically, the Treasurer:

- Sets up and maintains a detailed record of all income and expenses along with the accompanying receipts and invoices.

- He/she verifies the amount of cash and cheques that are received from fundraisers and other events, and ensures that incoming funds are deposited in the Council account and are accurately recorded in financial records.
- He/she prepares cheques for signature by other members of Council when required and, upon receipt of invoices for Council-approved expenditures, issue the required cheques and ensure that they are delivered to the appropriate party.
- He/she checks the accuracy and consistency of monthly bank statements.
- He/she reports monthly to Council on fundraising and other revenues, expenditures (including accounts payable), bad debts, investments, and cash position.
- He/she works with the chairs of the Budget and Fundraising committees, if created.
- In the event that neither of the Co-Chairs are in attendance at a meeting, the Treasurer may be asked to assume the duties of the Co-Chair.

Annually, the Treasurer will also:

- Ensure that financial policies and procedures are reviewed and recommend and/or propose amendments as required.
- Prepare a year-end financial report to present to Council. This report should include details of any committed funds, and funds directed for future, multi-year projects. A copy of the Treasurer's report to Council will be included in the annual report to the Principal, Superintendent and the Director of Education.

Time commitment: Three to four hours per month.

Secretary

The Secretary of the Council is responsible for maintaining a full and accurate accounting of all School Council meetings through the taking of minutes. In conjunction with the Co-chairs, he or she ensures adequate notice of meetings, shares the agenda with council members prior to the meetings, and ensures the previous minutes are circulated to all members within a reasonable period of time. After each meeting, the Secretary distributes the minutes to all council members by email, to solicit feedback and edits. He or she then resends them for an email vote for approval before the next council meeting. He or she provides for inspection of the minutes and records of the Council to any member of Council or members of the School Community, on request.

The Secretary is responsible for all Council correspondence, which involves receiving incoming mail and distributing it to members' mailboxes, and

sending out official notices and invitations as required. In the event that neither of the Co-chairs are in attendance at a meeting, the Secretary may be asked to assume the duties of the Co-chair.

Time commitment: One to two hours per week.

OCASC (Ottawa-Carleton Association of School Councils) Representative

He/she represents the Council at meetings of the Ottawa Carleton Association of School Councils, and raises issues on Council's behalf. He/she also acts as a voting delegate for the School at OCASC meetings. The OCASC Representative presents a report of OCASC meetings at each School Council meeting and keeps school parents aware of upcoming issues to be discussed at OCASC meetings.

The OCASC meetings often feature a guest speaker who talks about issues affecting all schools in the Ottawa area, and allows the representative from Roch Carrier E.S. to meet and interface with other schools in the area.

Time commitment: Three to four hours per month.

Fundraising Committee Coordinator

The Fundraising Coordinator is responsible for researching various fundraising campaigns, presenting any new or original ideas for raising money for the school, and implementing the various fundraising campaigns which have been approved by School Council. The fundraising campaigns are decided on for the following year during the coordinator's current term. He or she typically runs one of the three major campaigns scheduled for the year (Fall, Holiday and/or Spring), delegates the running of the other campaigns and delegates the maintenance of our ongoing fundraisers - Mabel's Labels, Campbell's Soup Labels, Boomerang Kids, and Canadian Tire Money. The Fundraising Coordinator informs the Treasurer when the money and cheques for each campaign has been collected and placed in the safe for deposit.

Time commitment: Heavy during campaigns; one to two hours per month for the remainder of the school year.

Cake Walk Coordinator

The Cake Walk Coordinator is responsible for organizing and overseeing the three Cake Walks held through the school year – Holiday, Valentine's

Day and Spring/Earth Day. He/she is responsible (with the help of the volunteer coordinator) for ensuring there are enough volunteers for the day of the cake walk. He/she delivers the funds raised to the office safe and then informs the Treasurer of the delivery and of the amount raised.

Time commitment: Approximately one to one and half days per Cake Walk.

Lunch Programs Coordinator and Lunch Program Leaders

We have four hot lunch programs at Roch Carrier E.S.: Quiznos Subs Tuesdays, Gabriel's Pizza Wednesdays, Mazzola Hot Lunch Thursdays, and Lunch Lady Fridays. Each program is overseen by a different individual (the Program Leader) who will update the Lunch Program Coordinator. The person who runs the pizza program usually oversees the milk program as well. The Lunch Program Coordinator may judge the relative popularity of the lunch programs in coordination with the program leaders, and may suggest switching the food offered as required – any new lunch program ideas need to be approved by School Council prior to any changes being made.

Time commitment: Three to four hours per week.

Newsletter Editor

The Newsletter Editor takes input from council members and then prepares a newsletter every 1-2 months (October, November, December, February, March, April, May, June). The Editor often adds his or her own content - council member profiles, updates on the year to date, or schedules of upcoming events. The Editor, alone or with the help of another parent volunteer, copies and distributes the newsletter and send an electronic copy to the webmaster to be posted on the School Council website. Soon newsletters will be sent out only via email and posted on the School Council website.

Time commitment: Three to four hours per month.

Volunteer Coordinator

The School Council requires a base of volunteers for many activities, such as helping with lunch programs, fundraising, and manning stations at special events. Each Fall, the Volunteer Coordinator is responsible for sending out a "Volunteers Needed" form and building a database of people who are willing to help. When we need parent volunteers, the

coordinator contacts people and organizes the team to get the job done.

Time commitment: Four or five hours of setup in the fall; two to three hours per month for the remainder of the school year as needed.

Special Events Coordinators

Various interested council members may wish to plan special events and activities over the course of the school year. In the past, such special events have included a parent/student dance (Rochin' Family Fun Fair), Staff Appreciation Lunch, and the SnowHawks ski days. Any new ideas for extra activities or events are always welcome.

Time required: As needed on a short term basis to plan the selected event

Landscape Committee

With funds provided by School Council and the help of parent volunteers and the school Earth Care, we can create and maintain the gardens located around the school and the games painted on the tarmac. With many volunteers, the committee members need only provide an hour or two a month to keep the flowerbeds weeded and tended to.

Time commitment: One to two hours per month in September and October, and again from April to June.

Webmaster

The webmaster posts all requested changes to the Council's website, ensures that the site is running smoothly and fixes any problems with the site. The webmaster is free to introduce design changes or coding changes that improve the site, or to add new functionality.

Time required: one to two hours per week throughout the school year