

St. George Catholic School Council – Mandate, Roles & Responsibilities

What is your School Council?

School council is a vehicle for communication and consultation between the school, the parish, the community at large, the student body and the parent community. In short, the Catholic School Council (CSC) exists to enhance the education of each and every child at the school. A large part of the agenda for a CSC is to provide fundraising opportunities for the school. Through fundraising, the school council may provide support for initiatives that both complement and supplement the curriculum.

Chair / Co-Chairs

Ongoing Responsibilities:

- In collaboration with the school council, create and maintain annual fundraising and activities calendar
- Maintain regular communication with the School Principal
- Ensure the school community is kept informed of Council proceedings and activities
- Consult with senior Board Administration and Trustees as required
- Provide all new members with a copy of the School Council constitution

Monthly Responsibilities:

- Call and schedule monthly School Council meetings in consultation with the Principal (in person or virtual)
- Prepare and distribute the meeting agenda at least one week prior to each meeting
- Ensure communication of upcoming meeting dates and agenda to the school community
- Review progress on action items from previous meetings

At Each Meeting:

- Chair the meeting and facilitate discussion
- Ensure that minutes are recorded accurately by the Secretary
- Confirm attendance and quorum
- Lead review of ongoing initiatives, fundraising plans, and upcoming events
- Encourage participation and input from all members

Immediately Following Each Meeting:

- Review and approve draft minutes for distribution
- Follow up with members on assigned action items
- Communicate key outcomes and decisions to the school community
- Update the Principal and relevant stakeholders on any decisions requiring school or Board action

Vice-Chair

- Assume Chair duties in their absence
- Share responsibilities as delegated by the Chair

Secretary

- Record and maintain meeting minutes and correspondence
- Ensure public access to records via the school resource centre on school website
- Retain records for a minimum of three years

Treasurer

- Maintain a budget and financial records in accordance with Board policy
- Ensure transparency and public access to financial documents
- Prepares cheques for timely payment of goods and services
- Provide financial updates at Council meetings; including availability of budget as it relates to events and initiatives

Catholic School Parent Association (CSPA) Representative

- Represent the School Council at CSPA meetings
- Act as liaison between CSPA and School Council, ensuring funding opportunities are leveraged
- Share updates and vote at CSPA meetings on behalf of St. George Parent Council

Parish Representative

- Liaison between St. George Parish and the School Council
- Share information and strengthen school-parish ties

Members at Large (Up to Five)

- Attend and participate in all meetings
- Support / manage the council events and initiatives; be the lead for specific events
 - Plan and coordinate council events in collaboration with Council members and school staff
 - Lead logistics for fundraising events, community gatherings, and volunteer initiatives
 - Develop event timelines, budgets, and task lists
 - Develop event/initiative-related communications messaging, including updating social media platforms
 - Recruit and manage volunteers for events
 - Ensure events align with school values and support curriculum goals
 - Work with the Treasurer to manage event-related finances
- Act as a communication link with the school community
- Encourage parent involvement

To learn more about Council and these roles, please refer to the St. George [Council Bylaws & Constitution](#). All Council members must adhere to the CSC constitution.

The roles outlined above are voting members of the Council, but no matter your interest in taking on a Council role, all parents are welcome to participate in Council meetings and events! We welcome you to join the meetings throughout the school year.

The first meeting is typically held in early to mid-September **at St. George Catholic School**. At the meeting, Parent Members will be elected to serve on the St. George School Council. Nominations will be accepted for each position outlined above.

All are welcome to attend!!

St. George Catholic School Council

Nomination Form

- ____ I wish to declare my candidacy for an elected position as a parent/guardian representative on the School Council.
- I wish to nominate _____ for an elected position as a parent/guardian representative on the School Council.

Name: _____

Phone: _____

E-mail: _____