

Chairperson Job Description

- Establish all meeting dates in September (in accordance with the principal and school schedules) for usage of school areas (i.e. library, gym, staff room etc.) and school grounds (in accordance with Special Events etc.)
- Keep in constant contact with the principal – as well as all staff members regarding upcoming events and activities requiring council involvement and assistance.
- Receive and present all correspondences at each council meeting.
- Prepare and distribute executive and general meeting agendas in consultation with council members and special guests.
- Preside at every executive and general meetings, as well as special meetings (as required).
- Present the Chairperson's Report at all meetings, based on correspondence received and protocol and procedural issues relevant to ECSCC.
- Manage time at every meeting.
- Ensure that all decisions made at meetings are followed through.
- Offer guidance and support (when required or requested) to follow council members pertaining to council matters.
- Act as a spokesperson and public relations liaison representing Ecole Centrale School Community Council and its members, in the best interest of the council, parents and students.
- **The Chairperson should also be willand and able to step in to cover absences in various roles pertaining to council matters – or find suitable help if required.**

Vice Chairperson Job Description

- Be available to assist chairperson and keep in contact with council members.
- Babysitting should be arranged for the General Meetings.
- Snacks and drinks for guests and children should be available, remember to contact family room coordinator when using the family room stock.
- Responsible for distribution of binder in June and in September filled with the appropriate papers for the year.
- June Binder Items:
 - Provided by secretary : Phone/Email List of Council Members
Distribution list
Telephone Tree
 - 10 Commandments
 - Constitution

Provided by Treasurer: Request for payment sheets

- Job descriptions

-September Calendar: Executive meeting dates

: General Meeting Dates

: Hot Lunch

: early Dismissal

: No Classes Days

: Special Events ie. Parent teachers, presentations, picture day, concerts
report cards.

: school personal : classroom and teachers

: river east/transcona calendar

: meeting dates: exec. And general

Treasurer Job Description

- Go to bank with past treasurer to change over signing authority. Treasurer and Principal must sign all cheques.
- Begin a petty cash float of \$50.00 or as established by the council.
- Communicate with staff and council and amend proposed budget as required.
- Keep a current and orderly file of all banking statements, correspondences, etc. (Past treasurer records are stored in the Family Room)
- Maintain an accurate ledger for all transactions that coincides with banking statements.
- Carry out all financial transactions for all approved motions.
- Coordinate with Special Events Coordinator, Hot Lunch Coordinator, for all related transactions.
- Present an up to date written report at all Executive and General Meetings. With a copy to be given to Secretary before the end of each meeting.
- Count and deposit all funds immediately upon receipt.
- Issue cheques upon presentation of completed Request for Payment forms, with attached receipts.
- In June a report must be presented to sum up the entire school year. And will present a proposed budget for the following year at the AGM.
- Keep copies of Deposit Receipt, Amount Collected (tally sheet), and Request for Payment in Office Mail Box as well as filing cabinet deposit drawer.
- **Abide to all Constitution and By-laws!!!**

Secretary Job Description

- Record proceedings, attendance and keep minutes at General and Executive Meetings.
- Prepare minutes after each meeting.
- Keep a copy (written or diskette) of all minutes.
- Distribute copies of previous minutes at each meeting to all in attendance.
- Ensures copies of General Council minutes are posted in Family Room and on bulletin board in main hallway.
- In the absence of the secretary from a meeting, the Chairperson will appoint another member of the executive to act as secretary at that meeting.
- Will maintain a current list of names and phone numbers and emails of all Executive, Standing, Ad Hoc Committee members with a list for their records as well as a distribution list. (for items to be sent home, phone tree list)
- Maintain files of Council activities and other related documents of the E.C.S.C.C. The book containing the minutes is kept in the school office. The computer diskettes and/or hard copy are filed with the Treasurer's papers when the secretary finishes her/his term of office.
- Ensure sign in sheet (for guests as well as children in the babysitting area) and prizes are maintained at general meetings.

Volunteer Coordinator Job Description

- Create volunteer forms at the start of the school year and throughout the school year.
- Create posters for events such as Meet the Teachers night to attract volunteers.
- Hand out volunteer forms to each family and process accordingly.
- Establish contacts within the community to encourage volunteer involvement (i.e. students from surrounding schools, etc.)
- Create and up keep database of all volunteers.
- Plan volunteer orientation sessions (make agendas, photocopy extra forms) in conjunction with relevant staff members.
- Develop volunteer reports for each teacher and parent council members.
- Keep in constant contact with the principal and other relevant staff members regarding school run activities requiring volunteers. (i.e. immunizations, vision, hearing, picture day, Christmas concert, rock and read etc.) Ensure that when refreshments or items are required for such events, that all necessary arrangements are made and understood.
- Communicate (phone, email, write letter) with volunteers for any event that arise such as winter noon hour crafts, family fun nights, pancake breakfast as well as relevant council members involved in such events.
- Attend executive and general meetings and present volunteer reports.
- Send out thank you notes where applicable.
- Present up to date list of all volunteers used throughout the year to principal regarding Volunteer Appreciation.

Fundraising Coordinator Job Description

1. A pre-requisite for this position is that the coordinator be available during school hours to be at the school when need be. If there are co-coordinators, then at least one needs to be available. It is also necessary to be at the school for whenever deliveries are expected, as well as handing out the items to the parents.
2. Gather information for different fundraising ideas, then narrow them down to a few viable options. It's best to choose fundraisers that have a 40 - 60 percent profit to the school.
3. At the first executive council meeting and annual general meeting, you present your choices to the board and all parents present.
4. Choose your fundraiser (s) and contact the appropriate representative to set it up.
5. Send out a fundraising letter indicating the year's fundraising goal and the choices you've picked. Be sure to add in the option of giving a donation in lieu of participating.
6. Any funds received through fundraising should be counted and tallies as quickly as possible, and then should be passed on to the treasurer immediately. Receipts for money received must be written within 2 days.
7. Periodically report to the council (through a written report) and to the parents (through the school newsletter) the progress of the fundraisers.
8. Provide a chart to put up at the school, charting what our fundraising goal for the year is and showing where we are at the moment.

Helpful Hints:

When sorting through orders, photocopy all the class lists for each event. There are spaces with each name to keep track of payments, returns, pickups, etc.

Highlight the eldest child in each family and always go by those names unless requested differently by the parents.

Always make sure to include in all communications that cheques need to be made payable to Ecole Centrale School Community Council.

For larger fundraisers, check for availability of the gym facilities. Make sure signs are made to indicate where parents can pick up their products.

Make sure that it is clear in communications that there is no storage facilities for frozen items. Be prepared to take anything not picked up home with you.

Limit your helpers so that there is no confusion. Three or four is probably plenty so you can keep on top of what is going where, etc.

Sort products by seller where possible.

Have your own list of students. Always keep track of who has paid what and what was ordered and any information pertinent to that fundraiser. Then move any funds on to the treasurer.

No one should pass out products unless authorized by the Fundraising Coordinator or the Treasurer. (Due to any DNA funds or requests by parents not to have the products. This information is confidential and should not be disclosed to any one else.)

Special Events Coordinator Job Description

- Communicate with the Chairperson and council on outline of the planned events for the year.
- Discuss all dates for the year's events with school administration and principal, and verify with Chairperson.
- By the rights of the constitution one family event **MUST** be planned. All others are optional but highly suggested to encourage school spirit and family/community involvement (i.e. surrounding schools, visits from special guests, etc.) Some suggestions are:

Halloween Family Fun Night (Oct) ✓
World Teacher's Day (Oct)
Noon Hour Christmas crafts.(Nov/Dec)
Santa Pictures/ Santa Letters (Dec)
Family Movie Nights (All Year)
Pancake Breakfast (Feb) ✓
I love to read month (Feb)
June Family Fun Night (June) ✓

- Parents will on occasion approach the Special Events Coordinator regarding special one-time events. The special events coordinator should communicate with these parents regularly and encourage active participation in these events. These are optional. (i.e. nutrition week, story time, wear green for a dream, tsunami relief, project love, high neighbor parade)
- Communicate with the volunteer coordinator and parent body of the Ecole Centrale to form a "Special Events Committee" to assist in the planning and implementing of the Special Events.
- Communicated regularly with the volunteer coordinator regarding numbers of bodies required for each event. **ALLOW SUFFICIENT LEAD TIME!!!**
- Delegate duties to volunteers and follow up regularly. **DON'T DO IT ALL YOURSELF!!!**
- Prepare a written proposal regarding costs and then establish, with council approval, a budget for each special event.
- Design all order forms to be used for special events.

Special Events Coordinator Job Description

- **Track all incoming monies (according to the Constitution procedure) and issue all necessary tickets and or receipts for such events. COMMUNICATE WITH TREASURER!!!**
- **Verify all permits, licenses and insurance policies are in order.**
- **Ensure submissions to newsletter are completed in a timely fashion.**
- **Compile all relevant information upon completion of each event and make a report to ECSCC as to the success and growth parts of each.**

Yearbook Coordinator Duties 2015-2016

Access to a laptop or desktop computer is a necessity.
Knowledge of photography software and digital album software are assets.

Throughout the school year:

Take photos and arrange to receive photos from other parents/teachers. Pay close attention to newsletters and website, as they contain details regarding school activities. Communicate with secretary, teachers, and other council members for dates and times of special events. Special permission is sometimes required to take photographs at some events. Check with the office first.

Some activities and events to watch for include:

- First day of school
- Special presentations and cultural presentations throughout the year
- Terry Fox run
- Birds Hill run
- Halloween activities
- Christmas concerts
- Lunch hour activities and clubs
- February 'I love to read' month
- All fun nights arranged by parent council
- Voyager week activities - outings, assembly, Festival du Voyageur dance, pancake breakfast, special activities
- Spirit week activities
- Volunteers/thank you breakfast or assembly
- Special assemblies – i.e. Remembrance Day
- Grade 4 au revoir assembly
- Club Enduro
- Gymnastics club
- Music events
- School groups - patrols/leadership/flag football/choir
- Field trips
- Field day
- Everyday school activities

Include a request in the newsletter every three months requesting photos to be sent to the yearbook coordinator via email. Remind parents that photos should be sent quarterly at minimum, and preferably after each event. This prevents parents from sending all photos at the end of the year, and allows the yearbook to be kept up-to-date.

Remind teachers that if they have potential photos for the yearbook you would like them to be received quarterly, or after each event. M Ammann and Mme Paquet provide many photos for the yearbook, so it is a good idea to touch base with them specifically.

A new option available with the Webease program is to have parents upload their photos directly online. Parents can upload photos into the Webease program, but cannot view

other photos within the site. This appears to be a very good option, and will be looked into further in the 2016-2017 school year.

It is very important to keep photos organized. If photos are being emailed to you, ensure that all photos are saved to your computer or disc. It is recommended that photos are saved to your computer immediately after receiving so they are not overlooked. It is also recommended that photos are organized within folders named by the events they represent, or by the heading of the page that the photos will be placed in within in the yearbook.

The Webease program currently holds 420 activity images. It is recommended that you do not download images you know you will not use, as deleting images is very tedious.

Completing yearbook pages as photos are taken/sent in will help prevent having an abundance of photos to go through at the end of the school year. Try not to let it pile up!

September:

Establish a yearbook committee if desired. If the yearbook is deemed a two person job, it is recommended that one person deal with the yearbook design, and one person deal with communication with parents, sending out order forms/flyers, placing orders, financials, etc.

Touch base with your schools Lifetouch advisor. Set up a meeting to learn the Webease program. Current advisor is Gwen Toonstra; gtoonstra@lifetouch.ca

Try to decide on your basic yearbook layout, and page headers/names. This may evolve and change throughout the year, but it is a good starting point when organizing photos.

When adding photos to yearbook, keep in mind that digital files must be a reasonable minimum resolution of approximately 1MB. If resolution is too low, you will receive a warning, and photos should not be used. Photos must also be no larger than 7MB. Larger files may need to be downsized.

October/November:

Choose a yearbook cover from within the Webease program, or choose to design your own. The cover deadline is not until early April, but it is a good idea to choose it early to ensure the deadline is not missed. Remember to include your school name and year if desired.

Lifetouch provides digital files of students and staff for yearbook use. These photos will be uploaded by Lifetouch directly to the Webease program. Please ensure no photos are missing. Email teachers a copy of their class page, so that they can confirm that no students are missing, and that all spelling of students names are correct. Staff and class photo pages may be assembled early in the school year, as soon as photos are uploaded by Lifetouch.

If using group class photos within the yearbook, they are currently received via snail mail on a DVD, and can be manually uploaded to the Webease program. If a DVD is not received, contact Lifetouch and request class photos be uploaded directly to the Webease program.

February/March:

Arrange for Lifetouch to come back and photograph our school groups in May or June if desired for yearbook.

Current school groups include:

- Patrols
- Leadership club
- Gymnastics club
- Club Enduro
- Choir
- Possibly a group shot of the grade 4 farewell students if desired for yearbook.

Order complementary flyers and order forms through Gwen/Lifetouch advisor. Before ordering, know what you would like your flyers order deadlines to be. Yearbooks may currently be ordered online or with cash payments only. This alleviates dealing with bounced/post dated cheques. Reminded Gwen at Lifetouch that the 'cheques paid to' line on our order forms should be kept blank if not accepting cheques.

April/May:

Distribute order forms to students and put flyers up in the school if desired.

Collect all cash orders from the school and enter any cash orders into the Webease system.

June:

'Final' opportunity order form sent out to parents. This will be the last opportunity for parents to order their yearbook.

Collect any additional cash orders from the school and enter any cash orders into the Webease system. When finalizing yearbook orders, order an additional 10 copies. These are to be used in the library, as a reference for the incoming yearbook coordinator, and to have on hand in the office to sell on a first come/first serve basis.

Add any additional photos taken from the end of the school year to yearbook.

Finish any pages not yet complete. When finalizing pages, ensure that there are no duplicate photos, and that there is a good representation of school events throughout the year. If the photos are organized in a linear fashion, ensure that all lines are straight, and heights are similar (if desired), using the grid access found under the Properties/Size and Position section of the Webease program.

July to August:

Complete and finalize yearbook design. Yearbook must be finalized and submitted by August 1. It is recommended yearbook is submitted early so that deadline is not missed.

September (following year):

Send home to students. Students attending Ecole Regent Park usually have their books delivered to them there. Some books may need to be sent through the mail for students who have moved.