



St. Benedict Catholic School Council

2525 River Mist Road

Nepean, Ontario

613-692-1005

ben.ocsb.ca

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 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.

In preparation for upcoming elections for the St. Benedict Catholic School Council, please find the Roles and Responsibilities for each available position listed below:

Chair/Co-Chair

- ↳ Call School Council meetings
- ↳ Prepare an agenda in consultation with the Principal
- ↳ Chair the meetings
- ↳ Ensure that minutes of proceedings are recorded and maintained
- ↳ Participate in information and training programs
- ↳ Communicate in an on-going basis with the School Principal
- ↳ Ensure that the school community is kept informed on School Council proceedings and activities
- ↳ Consult with senior Board Administration and Trustees as required
- ↳ Provide all new members of the School Council a copy of the School Council constitution

Vice-Chair/Co-Chair

- ↳ Assume acting role of Chair in the absence of the Chair
- ↳ Share the duties of the Chair as determined by the Chair

Secretary

- ↳ Record and maintain records of CSC meetings and correspondence
- ↳ Ensure access to CSC records by the school community
- ↳ Ensure that a copy of the records are provided to the school resource centre for public access
- ↳ Ensure that past records be kept for a minimum period of three years

Treasurer

Maintain a record of CSC funds and financial activities as required by Board policy and in keeping with common accounting practices

- ↳ Ensure access to CSC financial records by the school community
- ↳ Ensure that a copy of the records are provided to the school resource centre for public access

Catholic School Parent Association (CSPA) Representative/Alternate Parent Association Representative

- ↳ Will be the only spokesperson who represents and speaks for the school council at CSPA meetings
- ↳ Will act as a liaison between the CSPA and the CSC
- ↳ Is the only representative who may vote for the CSC at the CSPA meetings.
- ↳ Provide information on CSPA meetings to the CSC

Parent Members

- ↳ Participate in and regularly attend all CSC meetings
- ↳ Participate in information and training programs
- ↳ Act as communication link and school community and encourage participation of parents and the school community
- ↳ Comply with all provisions of the CSC constitution

The first meeting will be held on **Tuesday, September 26, 2017** at **St. Benedict Catholic School** starting at **6:30 pm**. At the meeting, up to 10 Parent Members will be elected and following this, nominations will be accepted for each position outlined above. The elected parent members will then vote by secret ballot on the Table Officer positions available.

All are Welcome to attend!!



St. Benedict 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: _____

Address: _____

Phone: _____ E-mail: _____

Please return the completed form to the school no later than Friday September 22, 2017