


Ecole Sam Livingston School Council and Association - Positions

Elections for all of the positions below will be held at the Annual General Meetings on May 9, 2016, starting at 6:30 pm in the Staff Room.

All parents of students enrolled at the school are eligible to hold any one of the positions outlined below, provided that no parent may hold any one Council position for more than 2 consecutive years.

Position	Approx. Time Commitment	Duties
SCHOOL COUNCIL OFFICERS		
Chair	6 – 12 hours per month	Have general supervision of school council activities. Set agenda with principal and chair monthly school council meetings. Review minutes with Secretary and Principal. Be a spokesperson for the school council as required. Attend up to 8 evening meetings per year hosted by CBE and report to council. Serve as a director and President of the Association. This position may be shared.
Vice-Chair	2 - 4 hours per month	Assist the Chair and undertake tasks as agreed with the Chair. Fill in for the Chair in his/her absence or if he/she resigns or is incapable of performing his/her duties. Attend monthly council meetings. This position may be shared.
Secretary	5 hours per month	Attend and record minutes of monthly meetings and provide the minutes to the school secretary for distribution to the school community. Keep records of officers, minutes of meetings and other School Council correspondence. This position may be shared.
Treasurer	10-15 hours per month	Be responsible for the banking of all monies paid to the Association or Council. Properly account for receipt and expenditure of funds and keep such books as may be directed or required. Present a brief report at each monthly meeting. Prepare financial statements at year end. Prepare and file returns to tax authorities and corporate authorities. (You do not have to be a certified or chartered accountant to do this job.) One person must fulfill this role for both Council and the Association.
Parent at Large	2 hours per month	Carry out tasks as agreed by members of school council or with other Officers. Attend monthly council meetings. Number of positions is to be decided at the Annual General Meeting. (School Council Bylaws stipulate at least 2 positions.)
Parent at Large	2 hours per month	Carry out tasks as agreed by members of School Council or with other Officers. Attend monthly council meetings. Number of positions is to be decided at the Annual General Meeting. (School Council Bylaws stipulate at least 2 positions.)
Community Officer	2 hours per month	Act as a liaison between the school council and the greater community. Attend monthly council meetings. Can be a person who is a parent of a child enrolled in kindergarten at the school, or a member of the greater community.
SCHOOL COUNCIL COMMITTEE AND REPRESENTATIVE POSITIONS		
Volunteer Coordinator	30 to 40 hours total (most at start of year)	Survey parents at the beginning of the school year to find out who would like to help in the many volunteer roles needed by the school and school council. Use the survey results to provide lists of volunteers to event and activity organizers. This position may be shared. Update with principal the volunteer handbook.
Key Communicator	4 – 6 hours per month	Obtain information from the Calgary Board of Education through newsletters and meetings (up to 8 evening meetings per year) and pass the information on to the other parents in the school community at council meetings and in the newsletter. Serve as liaison between parents and the Calgary Board of Education
Canadian Parents for French	2 – 4 hours per month	Obtain information from the Canadian Parents for French organization through newsletters and quarterly meetings and pass the information on to the other parents at council meetings or in the newsletter.

Position	Approx. Time Commitment	Duties
SCHOOL COUNCIL COMMITTEE AND REPRESENTATIVE POSITIONS (cont'd)		
Calgary Association of Parents and School Councils	2 – 4 hours per month	Obtain information from the Calgary Association of Parent and School Councils through newsletters and monthly meetings and pass the information on to the other parents in the school community at council meetings. Attend evening meetings of CAPSC (up to 6 per year)
Community Newsletter Liaison	3 hours per month	Work with the Principal to write a short monthly bulletin about school activities for insertion in newsletters for the more than 20 communities that form the school catchment area.
ASSOCIATION OF SAM LIVINGSTON SCHOOL COUNCIL DIRECTORS* AND OFFICERS		
Association President*		<i>This must be the same person who is Chair of School Council.</i> Have general supervision of the activities of the Association and be a spokesperson for the Association. Serve as a director of the Association.
Association Vice-President*	6-12 hours per month	Chair the fundraising and spirit-building committee of the Association. Have general supervision of fundraising activities. Work with the fundraising committee to prepare and implement an annual fundraising plan as agreed by the school council. Work with the Treasurer to ensure accurate accounting of fundraising monies. Have general supervision of social/spirit-building activities. Work with a social committee to prepare and implement an annual plan of events as agreed by the school council. This position may be shared. Serve as a director of the Association.
Association Secretary*		Record minutes of meetings and resolutions of the Association and provide minutes to school secretary for distribution to the school community. Keep records of directors, officers, minutes of meetings and other Association correspondence. May be the same person who is Secretary of School Council. Serve as a director of the Association
Association Treasurer*		<i>This must be the same person who is Treasurer of School Council.</i> See description above. Serve as a director of the Association.
Director*	1 hour per month	Serve as a director of the Association, attend Association meetings. (May be the Casino General Manager)
Director*	1 hour per month	Serve as a director of the Association, attend Association meetings. (May be the Enviro-Lab representative.)
Enviro-Lab Representative	2 hours per month	Serve as a liaison between the Enviro-Lab committee of the Association and School Council during the implementation of the Enviro-Lab project. In the longer term, monitor and coordinate Enviro-Lab maintenance.
Casino General Manager	2 intensive days around casino date + prep days	Have general supervision for the preparation and implementation of the fundraising casino in years where the Association participates in a casino. Next casino will be fall/winter 2008. Apply for casino license, arrange volunteers, arrange for professional casino manager, communicate with Alberta Gaming and Liquor Commission and coordinate with Treasurer regarding funds and reporting to Commission on spending.
Casino Assistant General Manager	2 intensive days around casino date + prep days	Assist the Casino General Manager in preparation for and during the fundraising casino. Ideally, the candidate will be willing to be Casino General Manager for the following casino.

In addition to these elected positions, School Council and the Association have a number of committees on which parents can participate. The Fund-raising and Spirit-building Committee is currently active.

There are also many opportunities for parents to volunteer in the school on an ad-hoc basis. Questions can be addressed to the Chair or to any of the current Council or Association officers.