

NOTICE OF ANNUAL GENERAL MEETING

Date: September 19, 2019

Time: 6:30 p.m.

Location: A.E. Bowers Elementary School – Staff Room

Statement of Purpose:

- Election of school council members and/or executive members
- Motion to accept financial statement of the previous year
- Plans and budget for the upcoming year

Definition of School Council:

School councils are an important forum through which members of school communities play an advisory role in school improvement planning. Key factors in collaborative relationships are building meaningful, two-way communication and supporting respectful interactions among education partners.

School council is a structured group of parents, principals, teachers, secondary students and community representatives whose purpose is to advise the principal and school board respecting matters relating to the school. It is a means for parents and community members to work together with the school to support and enhance student learning.

A school council is a vehicle to support meaningful parental involvement in decisions that affect the school and its operations. School council provides the venue for parents to reflect the wishes of the broader community for the education of its students and to actively participate in giving advice and support to the principal in the operations of the school. The actual decision-making authority of the school council is limited to:

- Determining the school council operating procedures
 - Setting policies to govern school council activities at the school level, as described in *The School Act*
 - Planning engagement activities that align with the school council's legislated purpose
 - Choosing to provide advice to the principal and school board
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Composition of School Council:

Membership in School Council shall be restricted to members of the community, and shall consist of:

1. a minimum of four (4) and a maximum of twenty (20) parents or legal guardians of students enrolled in A.E. Bowers Elementary School, including:
 - 1.1. Chair
 - 1.2. Vice-Chair
 - 1.3. Secretary
 - 1.4. Treasurer
2. school principal or his/her designate;
3. one staff member, appointed or elected by school staff; and
4. one person who is not a parent of legal guardian of a student enrolled in the school, but who has an interest in the school.

Elected Member Roles:*School Council Chair*

It is expected that the school council chairperson will be a parent of a student attending the school. The chair should be someone who can work collaboratively and knows how to organize both programs and people. The chair should actively encourage others to become engaged in meaningful ways.

Typical chairing duties include:

- Chair all meetings of the school council
- Coordinate with the principal to establish meeting agendas
- Ensure that the operating procedures are current and followed
- Be the official spokesperson of the school council
- Ensure there is regular communication with the whole school community
- Stay informed about school board policy that impacts school council
- Comply with the *School Councils Regulation* by providing the school board with an annual report that summarizes the school council's activities for the previous school year, including a financial statement relating to money, if any, handled by the school council

The chair's role is key to the success of the school council. An important responsibility is regular and ongoing communication with the school principal. This relationship of mutual trust and respect must be nurtured and supportive of common goals for the learning community.

Vice-Chair

On some school councils, the role of the chair is shared, either through the creation of co-chairing positions or through the chair's dependence on the vice-chair to undertake part of the work.

Typically, the vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair, supervise the affairs and preside at meetings of the school council.

Secretary

The school council secretary typically acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting.

Treasurer

If the school council is handling money, through fundraising activities or donations, the treasurer keeps accurate records of all financial transactions and ensure that records are available upon request of the school board or school community.

For further information about the activities of school councils, please see the [Alberta School Councils' Association](#) (ASCA) website and refer to the [School Council Resource Guide](#).



A.E. Bowers School Council
1721 Summerfield Blvd
Airdrie, AB T4B 1T3
(403) 948-4511



The School Council Executive is comprised of the Chair, Vice-Chair, Treasurer, and Secretary. If you are interested in joining the A.E. Bowers School Council, please complete the nomination form below and return it to the school office **no later than 3:00 p.m. on September 17th, 2019.**

Any custodial parent or legal guardian of a child attending A.E. Bowers Elementary School can be nominated for any of the four positions of the Executive Council. Parents or guardians can nominate each other. Self-nominations are also welcomed.

You may find position descriptions in our School Council Bylaws document available at:

<http://bowers.rockyview.ab.ca/school-council>

If you have any questions, please feel free to contact
Barb Holden or Jocelyn Littlefair at (403) 948-4511.

A.E. Bowers Elementary School Council Nomination Form

Name of Nominee: _____ Signature: _____

Telephone: _____ Email: _____

Position Wanted (circle one): CHAIR | VICE-CHAIR | SECRETARY | TREASURER

Volunteer Package (check one):

- ☐ VOLUNTEER PACKAGE ON FILE AT SCHOOL
☐ I AM IN THE PROCESS OF COMPLETING MY VOLUNTEER PACKAGE

Current Role in Council (if applicable): _____

Nominated by: _____ Signature: _____

Telephone: _____ Email: _____