

For School Council, the executive committee consists of:

Chairperson: The chairperson plans the meetings and prepares agendas, facilitates school council meetings, acts as the spokesperson for the school council (unless otherwise delegated) and supports the school council. The chairperson ensures the school board receives an annual report from the school council.

Vice Chairperson: The vice chairperson assists the chairperson with duties, as assigned and in the absence of the chairperson assumes the duties of the chairperson. The vice chairperson is the designated Personal Information Protection Act (PIPA)/Privacy Officer of school council and manages personal information in compliance with PIPA.

Secretary: The secretary keeps accurate minutes and records of the School Council meetings, and documents and files all correspondence and communications. The secretary ensures all materials relating to School Council including resources (i.e. School Council Resource Manual), all meeting minutes, and any relevant documents are organized and maintained in the School Council binder and are available to the public in an accessible location in the school.

Additional roles relating to School Council but not elected and part of the executive committee are

COSC representative: Attends Council of School Council meetings as representative of High Park. Reports to School Council any relevant issues that arise and return to COSC with any ideas the School Council would like brought forward.

Bulletin Board: Decorate and maintain the School Council bulletin board at the front of the school.

Other opportunities that may arise through the year.