

General Responsibilities IPS Executive School Council

Chair

- The Chair will prepare meeting agenda in collaboration with the Principal and Vice Chair.
- The Chair will preside over council and executive committee meetings.
- The Chair will serve as the primary contact to the Principal and others at the board, community leaders if needed.
- The Chair will serve as an ex-officio member on sub-committees and support all the other chairs in their respective roles.
- The Chair will work closely with the Fundraising Chair to ensure that we meet our target goals for the school year and have a healthy operational fund in place.
- The Chair work with the Treasurer to be current on all financial matters regarding the council
- The Chair will provide a report to members at each executive school council meeting and school council meeting updating any new information.
- The Chair will have regular check-in meetings with the Principal.
- The Vice Chair, Treasurer & Chair will be the only designated council members to receive &/collect any money that comes from the school. Any money received other than the Treasurer must be submitted to the Treasurer or Vice Chair for deposit immediately into the account.
- The Chair will ensure that council is in compliance with TDSB rules and regulations.
- The Chair will respond to any letters or requests on behalf of executive school council.
- The Chair will work with school administration to identify any needs they may have for the school.
- The Chair will communicate with all three levels of government for requests the council or school may have.

Vice Chair

- The Vice Chair in the absence of the Chair will act in the following above-mentioned role.
- The Vice Chair will participate with the Chair in all meetings.
- The Chair will serve as an ex-officio member on sub-committees and support all the other chairs in their respective roles.

Secretary

- The Secretary will be the official record keeper of all IPS Minutes from executive council meeting, school council meeting and AGM meeting. Must post all school council and AGM meetings on the website upon approval after every school council or AGM meeting.
- The Secretary will maintain a complete list of Council members and their contact information, including phone numbers and email addresses.
- The Secretary will update Chair and Vice Chair on all communication and contact updates.

Treasurer

- The Treasurer shall receive all monies collected for school council.
- The Treasurer will provide quarterly financial updates to school council for accounts receivable and payables from the account.
- The Treasurer will meet the school principal before year end to ensure that all transaction have been paid to the school for any purchases that the school council approved to pay.
- The Treasurer, Vice Chair & Chair will be the only designated council members to receive &/collect any money that comes from the school. Any money received other than the Treasurer must be submitted to the Treasurer or Vice Chair for deposit immediately into the account.
- The Treasurer will be responsible for the petty cash box and be responsible for ensuring that the box balances at the end of any event or fundraiser.
- The Treasurer will be responsible for collecting any receipts that executive council pays for any events, fundraisers or school related venues and ensures everyone is reimbursed.

Special Events Chair

- The Special Events Chair will be responsible for finding innovative and progressive ways to stimulate school spirit amongst the school council.
- The Special Events Chair will be required to come up with 4 different school spirit events that school staff, parents, caregivers, extended family and of course the children can all participate.
- The Special Events Chair will provide updates to executive council board members, school council members about any upcoming events.
- The Special Events Chair will communicate and work with the Chair and Vice Chair on all special events.

Fundraising Chair

- The Fundraising Chair will be required to come up with 4 different fundraising events for the year.
- The Fundraising Chair will work closely with the special events chair and communications chair to assist in supporting these events.
- The Fundraising Chair will have to reach out to the school council population, local business and others to support IPS initiatives.
- The Fundraising Chair will have to report to the Treasurer of any individual or corporation financial donations that require a tax receipt.
- The Fundraising Chair will manage the script fund site where additional donations support the school and must report all funds coming into the Treasurer and executive council.
- Any gift card donations meant for the school must be disclosed to the executive council for approval to distribute to the school immediately and report them to the Treasurer for record keeping.
- The Fundraising Chair will work with the Chair and Vice Chair.

Communications Chair

- The Communications Chair is responsible for making sure that the school council is updated and informed about any upcoming events at school, fundraising events, school spirit events.
- The Communications Chair will post all information via twitter, Facebook and the website but must have executive council approval.
- The Communications Chair will work with our web host to ensure everything is correctly posted on the website in a timely manner.
- The Communications Chair must work with the Chair and Vice Chair to ensure everything is posted online.

Technology Chair

- The Technology Committee Chair would work with a team to develop and build a School Council App that children and families will be able to download and have access on one's device.
- To find ways to provide make School Council information accessible ways for families at IPS.
- The Technology Committee Chair will work with the Chair and Vice Chair to ensure that we are in compliance with TDSB'S standards of any technology being introduced to the IPS community.

Environmental Chair

- Environmental Committee Chair where the focus is on continuing to advocate and adopt strategic ways on how we can protect our school environment both inside and outside.
- The Chair will engage the school community to be involved in various school and community events.
- The Environmental Committee Chair will work with the Chair and Vice Chair to ensure that we are in compliance with what events can happen on the island.

Equity Chair

- The Equity Committee Chair will focus on continuing to engage the diverse and parent community
- The Chair will advocate and adopt ways of engage the school community to be involved in various school and community events that build an understanding around multiple diversities (i.e. ability, cultural, racial, Indigenous, LGBTQ+)
- The Chair will liaise with the Equitable and Inclusive Schools team to build fairness, equity and inclusion among the parent community

Governance Chair

- The Governance Committee Chair will work with School Council to update and build on the existing bylaws that IPS has in keeping with guidelines outlined by TDSB and Ministry of Education Reg.612.

Virtual School Chair

- The Virtual School Chair will work the School Council to foster communication and school happenings to keep the Virtual School families informed.
- The Chair will find ways to include these families to be involved in the various school and community events.