

Elmdale School Council Nomination form

Nominate yourself

I, _____ (Name) would like to nominate myself as member of the Elmdale School Council for the 2015/16 school year.

Nominate someone else

I, _____ (Name of person nominating) would like to nominate _____ (Name of nominee) as member of the Elmdale School Council for the 2015/16 school year.

Role descriptions of Elmdale School Council positions & responsibilities:

Co-Chairs/Chair

- Communicate regularly with Principal, staff, parents and community
- Prepare agendas for and chairs Council meetings
- Ensure ongoing & active communication with parents
- Represent school at Trustee and Board meetings as required
- Ensure all Council-sponsored activities are organized safely & effectively
- Approves all Council-related correspondence
- Secure insurance for Council-sponsored activities by end of first month of school
- Prepares annual report on Council activities for submission to Principal and Board

Treasurer

- Responsible for receipt, disbursement and accounting of all funds collected, earned or otherwise received by the ESC
- Ensures the safe-keeping of the Council finances in accordance with the policies and procedures of the Board
- Provides a monthly report to the Council, including the latest bank balance, and an estimate of the total funds committed to date and the total uncommitted funds

Communications

- Takes minutes at Council meetings; ensures minutes are prepared in timely manner for approval by Chair
- Ensures appropriate materials (minutes, agenda, etc.) are distributed prior to Council meetings – collates Council minutes for 4 previous years – kept in accessible place
- Assists with preparation and photocopying of other ESC flyers, newsletters, etc.

Fundraising

- Oversees committees conducting Council fundraising events
- Reviews new fundraising opportunities to be considered by Council

Education

- Works with Staff & ESC to identify potential workshops/guest speakers for parents and/or students
- Prepares and submits proposal to the Parents Reaching Out Grants, for workshops and presentations for parents

- Organizes workshops and or other events that would support parents in the school community
- Prepares flyers on topics relating to education to distribute to parents

Healthy Earth

- Facilitates and supports activities related to children's health and wellness
- Facilitates and supports activities related to the environment
- Oversees improvements to the playground
- Interacts with staff, principal, parents, students and Mothercraft

Volunteer Coordinators

- Prepare communications for backpack drops and email distribution promoting Council's Newcomers Tea, Elmdale Mini-Survey, Elmdale Family Directory (Orders/Deliveries).
- Analyse data collected in the Elmdale Mini-Survey and publish into single volume "Elmdale Family Directory" and into tailored "Class Parent Data Sheets" for every class in current school year.
- Ongoing: Liaison between Faculty, Council, Teachers and Parent Volunteers for Elmdale School special events.

OCASC Representative

- Attends OCASC monthly meetings and votes on behalf of Elmdale
- Informs Council and parents of issues being addressed by OCASC

Community Representative

- Should have no children currently at Elmdale but reside within school's zone
- Appointed by Council to represent the community's point of view
- Promotes school and council activities with the community
- Participates in Council discussions and may sit on committees or sub-committees

Arts Representative

- Seeks opportunities to expose students to broad range of arts
- Establishes and maintains relationships with arts groups and representatives from other schools
- Sits on school committee to help decide which activities should be chosen

School Travel Planning

- Works with students, parents, Elmdale staff, the City, and Elmdale community to promote safe, active and environmentally-sound student travel to and from school
- Monitors and helps respond to student travel needs and concerns, including any barriers to active transportation
- Aims to get more families walking and wheeling through regular events, parent networks, and skills-building for students
- Maintains contact with neighbourhood associations and City of Ottawa staff and elected representatives to address traffic concerns

Members at Large

- Available for consultation and feedback on Council issues
- Participate on Council committees if required
- Assist in communicating with parents