



# **Get INVOLVED and Make A difference**

Prince of Wales School engages individuals to enhance our ability to meet the needs of our students and strengthen our school. There are opportunities throughout the year working within the classrooms, supporting administration, at events or from home with various levels of commitment, time and schedules.

If you want to get involved and make a difference at Prince of Wales, please email [volunteerpow@gmail.com](mailto:volunteerpow@gmail.com). It is important for us to learn about the skills and interests that you have that would benefit our students and staff.

## **Prince of Wales School Council - Roles & Responsibilities**

The following executive positions must be filled at the May council meeting which also serves as the Annual General Meeting.

### **Council chair**

- Presides over meetings.
- Prepares, in consultation with the principal and other members of the executive, the agenda prior to monthly meetings.
- Acts as the official representative of council.
- Acts as a liaison between parents and the school administration to ensure cohesive communications.
- Oversees Standing Committees ensuring they have the necessary resources to deliver on their respective mandates and have a voice at Council meetings.
- Acts as a co-signing authority on bank accounts.
- Prepares and provides to the Principal and Calgary Board of Education Board of Trustees an annual report.
- Provides administration with updated information for the school website and handbook.
- Is the liaison with the Council of School Councils and the Alberta School Councils' Association.
- Maintains council binder and Google Drive with pertinent information.
- Manages the School Council email account.

### **First vice Chair**

- Assumes the role of the chair when and as required.
- Oversees Class Coordinators and Volunteer Coordinator(s), ensuring they have the necessary resources to deliver on their respective mandates and have a voice at Executive and Council meetings.
- Assumes the role of vacant positions until filled.
- Ensures there is at least one nominee for each of the electable executive positions before the annual general meeting.
- Maintains council binder and Google Drive with pertinent information.
- Acts as a co-signing authority on bank accounts.

### **Second vice Chair**

- Assists council members to support and maintain council files, manuals and other support materials.
- Conducts activities to build and maintain open and ongoing communication between school council, Friends of Parkland Way Society, and Prince of Wales parents and families.
- Assists the First vice Chair to carry out his or her activities, on an as-required basis.
- Maintains council binder and Google Drive with pertinent information.
- Acts as a co-signing authority on bank accounts.

### **Treasurer**

- Represents, monitors and controls all financial transactions of Council.

- Establishes appropriate accounts for the control of all Council funds.
- Acts as a co-signing authority on bank accounts.
- Prepares and distributes an accounting of council's finances at council meetings.
- Prepares annual budget in conjunction with Council Chair to present for approval at the September meeting.
- Prepares and presents an annual financial statement at the end of the school term.
- Maintains council binder and Google Drive with pertinent information for six years.

### **Key Communicator**

- Represents Prince of Wales parents by participating in Council of School Councils (COSC) information/discussion sessions (four/five times a year).
- Reviews materials circulated by the CBE to Key Communicators and shares/disseminates that material to council, other parents, the principal and community members.
- Assists members of the Prince of Wales school community to obtain information, as required; refers parents to appropriate CBE and ASCA contacts in response to their needs/concerns; provides feedback and input, as requested, on system issues and activities.
- Ensures someone is writing a Parkland News Article at least once each season, in consultation with the school Principal and Council Executive.
- Maintains council binder and Google Drive with pertinent information.

### **Secretary**

- Attends School Council meetings and records meeting minutes.
- Provides a draft copy of minutes to administration and Council Chair for approval within seven to 10 days of meetings.
- Posts one approved copy of minutes on the Parent bulletin board.
- Acts as liaison between the school council and its fundraising entity by sitting as an executive member of the Friends of Parkland Way Society and reporting back to council on Friends of Parkland Way Society activities as required.
- In cooperation with executive and administration, distributes minutes to parent/guardians.
- Maintains Google Drive with minutes and pertinent information for seven years.
- Maintains an accurate and up-to-date directory of executive and committee chairs; and,
- Attends to any secretarial work as required on behalf of School Council.

## **Prince of Wales School Council Standing and Special Committees**

Standing and Special Committees are appointed each year. Committee chair positions that are needed to be up and running in September are filled at the May AGM or June meeting. (I.e. Volunteer Coordinator, Grade 6, Community & Events, and Safety & Wellness Committees). The remaining committees/chairpersons can be filled at the September council meeting and be added throughout the year. Committees report on their activities at school Council meetings and have recommendations voted on when necessary. They meet outside of School Council meetings to complete their assigned tasks.

### **Volunteer Services Committee (Volunteer Coordinator(s) and Community Engagement Specialist)**

- Communicates volunteer opportunities and other School Council information for parents and community members electronically and on the Parent Council bulletin board.
- Trains and supports volunteers in the school.
- Maintains the volunteerpow gmail account, sending out monthly updates and monitoring/responding to emails.
- Assists staff when identifying appropriate volunteers at the school.
- Maintains council binder and Google Drive with pertinent information.

### **Fun Lunch Committee**

- Plans and coordinates several special student lunches through the year.
- Liaises with selected vendors to provide lunches for staff and students.
- Maintains council binder and Google Drive with pertinent information.

### **Book Fair Committee**

- Assists librarian with planning, decorating, and implementing one or two book fair(s) each year to assist with fundraising for the library at Prince of Wales.
- Maintains council binder and Google Drive with pertinent information.

### **Safety and Wellness Committee (Terry Fox, Safety/Wellness Updates, Movement Mondays, Sports Day)**

- In cooperation with administration, the Calgary Police Service, School Patrol representatives and the City of Calgary bylaw department, promotes safe traffic practices among Prince of Wales staff, parents, volunteers and other school visitors.
- Conduct traffic safety activities which may include but are not limited to: creating a code of conduct for parents; providing information about legal parking setbacks for crosswalks and patrollers; educating parents about proper drop-off and pick-up procedures at the school; and other activities.

- Provides opportunities for increasing student wellness for example through Walk/Bike to School Day initiatives, gardening projects, recycling/compost programs, etc.
- Ensures a volunteer is in charge of the Lost & Found, regularly maintaining clothes and laying them out during teacher conferences; packing them up for charity of choice at Christmas and End of Year.
- Supports staff and administration with planning and execution of the Annual Terry Fox assembly and run.
- Plans the Head Shave/Ponytail Chop.
- Corresponds with the Terry Fox Foundation from May through September in planning website and other supports.
- Assists with tracking donations and counting money to be deposited.
- Maintains council binder and Google Drive with pertinent information.

### **Community Building, Social Events & Parent Programs (Community & Events) Committee (Back-to-School Social, Halloween Dance, Winter Event, Movie Night, Picnics, Community Information/Booths, Parent Workshops)**

- Organizes social functions during the year to enhance family participation in the school community.
- Arranges guest speakers and seminars for parent education/awareness.
- Fosters parent awareness and learning by distributing school/parenting information.
- Maintains the Parent Council Bulletin Board at the school.
- Maintains council binder and Google Drive with pertinent information.
- Looks for opportunities for Prince of Wales School to remain engaged within both the Parkland and Legacy communities such as community festivals and picnics, parade of garage sales.
- Confirms someone is writing a Parkland News Article at least once each season, in consultation with the school Principal and Council Executive.
- Reports monthly on important events and volunteer opportunities within the community.

### **Staff Appreciation Committee**

- Organises Staff Appreciation meals and activities through the year to allow families opportunities to show gratitude to staff in meaningful ways, in cooperation with administration.
- Communicates the opportunities through the school community, consistently assessing the most desirable ways for families to contribute.
- Maintains the Staff Appreciation binder with pertinent information each year.

### **Grade 6 Year End Celebration Committee**

- Organizes fundraising during the year (such as the Family Dance Concession) to support a grade 6 farewell party for families.
- Plans a special assembly for the grade 6 students, in cooperation with administration.
- Plans the end of year party for grade 6 families.
- Maintains council binder and Google Drive with pertinent information.

### **Ad hoc Committee for Outdoor Learning Space/Playground**

- Consults with school administration to provide information on funds and gather information for communications.
- Grant writing as to create a written proposal to request funding from a grant-making institution(s).
- Coordinate & oversees possible fundraising ventures that are of interest to parents and propose/coordinate with Friends of Parkland Way.
- Acts as a liaison between parents, council and the school administration to ensure cohesive communications.
- Please note, this is not a design team, all design decisions are made by school administration.



## **Friends of Parkland Way - Roles & Responsibilities**

The following executive positions must be filled at the May council meeting which also serves as the Annual General Meeting.

### **Council chair**

- Presides over meetings.
- Prepares, in consultation with other members of the executive, the agenda prior to meetings.
- Acts as the official representative of Friends of Parkland Way.
- Consults with administration on Casino money expenditures to match school needs and parent/guardian approval.
- Oversees possible fundraising ventures that are of interest to parents and propose/coordinate with administration.

- Acts as a co-signing authority on bank accounts.
- Prepares, together with the Treasurer, a Society Annual Review for the Alberta Government in May and a Use of Profit report for the Alberta Gaming, Liquor and Cannabis Commission in the fall.
- Provides administration with updated information for the school website.
- Manages the Friends email account.
- Maintains Friends binder and google drive with pertinent information.

### **First vice Chair**

- Assumes the role of the chair when and as required.
- Oversees Fundraising Committees and supports where needed.

### **Treasurer**

- Represents monitors and controls all financial transactions of Friends of Parkland Way.
- Establishes appropriate accounts for the control of all funds.
- Acts as a co-signing authority on bank accounts.
- Prepares and distributes an accounting of Friends of Parkland Way's finances at council meetings.
- Prepares, together with the Chair, a Society Annual Review for the Alberta Government in May and a Use of Profit report for the Alberta Gaming, Liquor and Cannabis Commission in the fall.
- Maintains council binder and Google Drive with pertinent information.

### **Casino Chair**

- Completes Alberta Gaming, Liquor and Cannabis forms once Casino date is given (before deadline).
- Coordinate with Casino advisor as date approaches.
- Inform families of upcoming Casino; send home information letter.
- Coordinate volunteers, alongside volunteer coordinator, to fill required shifts.
- Attend first Casino shift and/or support Casino Advisor throughout duration of Casino.
- After Casino, email or fax Deerfoot Inn & Casino with preferred location form.
- Maintains casino binder with pertinent information.

### **Secretary**

- Attends Friends of Parkland Way meetings and records meeting minutes.
- Provides a draft copy of minutes to administration and chair for approval within seven to 10 days of meetings.
- Posts one approved copy of minutes on the Parent bulletin board.
- Acts as liaison between the school council and its fundraising entity by sitting as an executive member of the Friends of Parkland Way Society and reporting back to council on Friends of Parkland Way Society activities as required.
- In co-operation with executive and administration, distributes minutes to parent/guardians and maintains a permanent record of the minutes.
- Maintains Google Drive with minutes and pertinent information.