



Prince of Wales School Council – Get Involved (Quick Guide)

Why Join?

Be part of a team that supports **student learning and well-being**, strengthens the school community, and helps shape school experiences in a meaningful way.

School Council is an **advisory group** that works in partnership with school administration and the Calgary Board of Education (CBE).

Executive Roles (Leadership Team)

| Role | What You Do | Time Commitment |
|---|--|-----------------|
| Chair | Leads meetings, sets agendas, supports communication with administration, ensures alignment with school priorities and student success | 8–12 hrs/month |
| Vice Chair (Co-Chair Eligible) | Supports Chair, oversees volunteers & committees, may serve as Co-Chair if approved by Council, supports communication and continuity | 6–10 hrs/month |
| Treasurer | Manages financial oversight, budgeting, and reporting | 4–8 hrs/month |

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|-------------------------|--|---------------|
| Secretary | Records meeting minutes, maintains documents and records | 3–6 hrs/month |
| Key Communicator | Shares updates between CBE and school community | 2–4 hrs/month |

Committees (Flexible Involvement)

| Role | What You Do | Time Commitment |
|------------------------------|---|--------------------------|
| Volunteer Coordinator | Recruits and supports volunteers, communicates opportunities | 3–6 hrs/month |
| Fun Lunch | Coordinates student lunch programs in support of school community initiatives | 3–5 hrs/month |
| Events & Programs | Supports school events and parent engagement opportunities | 4–8 hrs/month |
| Book Fair | Assists with school book fairs | Event-based |
| Grade 4 Celebration | Coordinates year-end celebration | 3–6 hrs/month (seasonal) |
| Staff Appreciation | Coordinates opportunities for families to recognize staff | 2–5 hrs/month |

Fundraising Opportunities

Fundraising is managed separately through **Friends of Parkland Way Society**.

Ways to help:

- Casino volunteer shifts
 - Fundraising events
 - Short-term volunteer roles
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What School Council Does

- ✓ Advises the school and supports student success
- ✓ Builds community and encourages parent involvement
- ✓ Shares information and represents parent perspectives

What School Council Does Not Do

- ✗ Manage school operations or staff
 - ✗ Address individual student or personnel concerns
 - ✗ Directly run fundraising activities
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Important to Know

- All roles are **support-based and collaborative**
 - Members are expected to represent the **broader school community**
 - School Council follows **CBE guidelines and privacy requirements (PIPA)**
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Ready to Get Involved?

 **Email:** volunteerpow@gmail.com

Whether you can give a little time or take on a larger role, your involvement makes a difference.