

West Rouge School Advisory Council Position Guidelines

Expectations of all SAC Members

- Attend and participate in SAC meetings
 - Lead or hold a position on at least 1 SAC Committee
 - Vote on SAC motions - representing the issues/concerns/opinions of all parent / guardians and based on the needs of the school and all students.
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Chair

- Investigate, address, and advocate any parental issues or concerns
 - Develop Agenda for SAC meetings, discuss with Principal & Vice-Chair (V-C)
 - Chair SAC meetings, table SAC motions, ensure procedures are followed
 - Co-ordinate SAC elections and transfer of responsibilities
 - Sign SAC cheques
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Vice-Chair

- Chair SAC meetings in the absence of Chair
 - Attend SAC Agenda meetings with Chair and Principal
 - Contact person for parental issues or concerns
 - Organize annual Staff Appreciation Luncheon
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Treasurer

- Manage SAC bank accounts
 - Sign SAC cheques, track and store receipts
 - Supervise money management at SAC events
 - Provide monthly Financial Report at SAC meeting
 - Produce and submit annual Financial Report
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Secretary

- Draft Agenda for SAC meetings, provide copies at meeting
 - Take attendance and notes at SAC meetings
 - Record all motions tabled and outcome of votes
 - Draft Minutes of SAC meetings for review by Chair, V-C & Principal
 - Keep a record of SAC Minutes in a binder at the school
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Web Administrator (2 positions)

- Manage electronic mailing list; Updates/Add new parent/guardian email addresses
 - Manage most communications, with approval from Principal or SAC Chair
 - Manages lists by teacher / classroom for web distribution on website
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Fun Fair Committee Leader and Co-Leader (2 positions)

- Co-chair committee organizing school's annual Fun Fair; positions work together to ensure a successful Fun Fair
 - Report on Fun Fair status to SAC
 - Make requests for SAC support for Fun Fair – financial, volunteers, etc.
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Health & Safety

- Investigate & report on parental concerns relating to student health & safety while on school property, including: student security, building security, clear & safe pathways, supervision, parking lot, playground, etc.
 - Co-ordinate 3 head lice checks a year
 - Co-ordinate Walk-to-School events
 - Participate in annual Safe School Audit
 - Conduct bi-monthly school cleanliness and safety inspections (classrooms, lunchrooms, washrooms, and library)
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Social Responsibility

- Enhance student awareness of social issues (i.e.: poverty, environment, literacy, etc.) through food drives, clothing drives, holiday season campaign, , other events, speakers, fundraisers
 - Liaise with West Hill Community Services
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Eco Team Representative

- Member of School Eco Team, liaison between SAC and Eco Team
 - Provides support for Eco Team - volunteers, SAC funds, Earth Week activities, etc.
 - Determine SAC priorities in this area. Lead SAC Eco initiatives.
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Political Liaison

- Review media sources and report on news regarding issues in education that might impact our students and school
 - Contact person for political organizations involved with education, i.e.: People for Education,
 - Maintain regular communication with our School Trustee.
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Area Schools Liaison (not mandatory)

- Be aware of the events/ issues/ incidents at our local area schools – Howe, Mowat, Davis, Charlottetown & Centennial – through email/ newsletters/ SAC meetings
 - Report on the events and issues that impact on our students and school
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Social Media Administrator

- Attend SAC meetings
 - Post School updates, information and events on the West Rough Jr. Public School Facebook page
 - Promote using Facebook promoting tool; Create events pages for Fun Fair and Artisan Sale
 - Respond to and forward messages that come in accordingly
 - Help ensure parents and guardians are following us in order to see updates
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Pizza Fundraisers Team leader

- Coordinate monthly pizza day fundraisers, with pizza team
 - Coordinate any other food related SAC fundraisers, i.e. milkshake days
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Staff Representative

- Attend SAC meetings
 - provide staff perspective to SAC discussions
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Principal (not a voting member)

- Attend SAC meetings
 - Meet with Chair and Vice Chair prior to SAC meetings to discuss Agenda
 - Report any school - related issues, events, TDSB decisions, etc.
 - Address parental concerns and questions at meeting
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