

LBHS School Council

Positions and Duties

Amended and Approved May 19, 2026

Although each executive position has specific duties and responsibilities, whenever possible, the Executive Committee members will work as a collaborative team to ensure a strong collective voice for the Council. The Executive Committee members are responsible for:

- Carrying out the day to day operations of the Council
- Ensuring that decisions made at council meetings are acted on
- Ensuring that policies are in place to facilitate the work of the Council
- Encouraging a culture of respect and collaboration at all Council meetings, activities and functions

➤ **Chairperson** - Unless otherwise delegated, the Chairperson of the Council will:

- Chair all meetings of the Council
- Coordinate with the Principal to establish meeting agendas
- Communicate with the Principal on a regular basis
- Consult with the Executive Committee on guiding policies
- When practical, strive to consult with the Executive Committee on Council business
- Call regular Council meetings
- Enforce rules of order at the meetings
- Follow existing Council operating procedures
- Have general supervision of all activities of the Council
- Be the official spokesperson of the Council
- Communicate with the larger community regarding matters that are related to the Council
- Ensure there is regular communication with the school community, beyond those who attend meetings
- Stay informed about CBE policies and regulations that impact school councils
- Submit an annual report in accordance with CBE Administrative Regulations

➤ **Vice Chairperson** - Unless otherwise delegated, the Vice Chairperson of the Council will:

- In the absence of the Chairperson, fulfill the responsibilities of the Chairperson
- Work with and support the Chairperson in agenda preparation
- Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the Council
- Support and assist the Chairperson in their roles and responsibilities

➤ **Key Communicator** - Unless otherwise delegated, the Key Communicator of the Council will:

- Assist the Chairperson in maintaining regular contact with the School Board
- Receive regular updates from CBE and communicate those to Council
- Attend CBE hosted council events such as Council of School Councils
- Work with School Administration and Council to communicate information back to the larger community
- Act as an advisory member to the Chairperson on communication with the parents/guardians of the school
- Assist the Chairperson in maintaining Council communication with the larger school parent/guardian population

- **Secretary** - Unless otherwise delegated, the Secretary of the Council will:
 - Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the Council meeting
 - Keep minutes, correspondence, records and other Council documents and resources in accordance to Council Regulations and CBE Administrative Regulations
 - Maintain a dated record of all the members of the Council who have knowingly provided their contact information, in compliance with PIPA
 - Distribute notices of meetings, and other Council events and information as required
 - Ensure Council meeting minutes are available to Council members in a timely fashion

- **Treasurer** - Unless otherwise delegated, the Treasurer of the Council will:
 - Keep accurate records of all financial transactions of Council
 - Make these records available for Council to review as requested in a timely manner
 - Report regularly to the Council on the receipt and expenditure of funds
 - Ensure that records are available, upon request of the school board
 - Assist the Chair in submitting the annual report as far as financial transactions are concerned.

- **Grade 10, 11 and 12 Parent/Guardian Representatives** - Unless otherwise delegated, the Grade Parent/Guardian Representatives will:
 - Be responsible to represent the specific interests of their grade to Council
 - Strive to communicate with other parents of that grade in order to bring a collective voice to the Council

- **Lord Beaverbrook Music Parents Association (LBMPA) Representative** - Unless otherwise delegated, the LBMPA Representative will:
 - Be responsible to represent the specific interests of music parents to Council
 - Strive to communicate with other parents of the LBMPA in order to bring a collective voice to the Council

- **Fundraising/Volunteer Coordinator** - Unless otherwise delegated, the Fundraising/Volunteer Coordinator will:
 - Work with the School Council, Executive Committee, and school administration to identify and plan fundraising activities that support the school's education plan and School Council priorities
 - Present proposed fundraising initiatives and event plans to School Council for consideration and approval
 - Coordinate and oversee all fundraising activities and School Council supported events as approved by School Council
 - Liaise with vendors, service providers, and the school, as required, to support fundraising activities;
 - Arrange for the registration of the school in approved fundraising programs
 - Recruit, coordinate, and support parent volunteers for School Council activities and events
 - Maintain a current record of volunteer contact information in accordance with the Personal Information Protection Act (Alberta)
 - Communicate information regarding fundraising activities and volunteer opportunities to the school community through appropriate channels
 - Assist with the preparation and distribution of communication materials supporting fundraising and volunteer initiatives
 - Monitor fundraising activities and report to School Council on a regular basis

- Ensure that all funds collected through fundraising activities are submitted to the Treasurer promptly and in accordance with School Council procedures
 - Maintain accurate records of fundraising activities, volunteer participation, and related outcomes
 - Identify any issues or concerns and bring them forward to the Executive or School Council, as appropriate
 - Provide a summary report to the School Council and the Principal at the conclusion of major activities and at the end of the school year, including recommendations for future improvement
- **Members at Large** - Unless otherwise delegated, the Members at Large will:
- Attend Council meetings and Executive meetings
 - Assist the Executive as requested