

Nomination Form for School Council

I, _____, phone # _____ /
email _____

do hereby put my name forward for the position indicated below.

POSITION

Director (Parent Representative)

Responsibility: Attend council meetings. Give your opinions, ask questions and vote.
Time Commitment: 1 meeting per month

Chairperson

Responsibility: Facilitate council meetings, represent council at meetings for Rainbow Creek Elementary School, Rocky View School Board, and community. Ensure that council by-laws are followed, oversee committees and support school activities.
Time Commitment: 2 meetings per month and additional time as required.

Vice-Chair

Responsibility: Attend council and executive council meetings, and assist chairperson. This is a good introduction to chairperson role.
Time Commitment: 2 meetings per month and additional time as required.

Secretary

Responsibility: Attend council and executive council meetings. Record and circulate meeting minutes. Create paper meeting notifications and distribute to teachers for addition to agendas.
Time Commitment: 2 meetings per month and additional time as required.

Treasurer

Responsibility: Attend council and executive council meetings. Responsible for council finances, including hot lunch, analysis of bank accounts, financial reports and preparation of the annual general budget.
Time Commitment: 2 meetings per month and time for banking and formulating reports.

Past Executive Member

Responsibility: Attend council and executive council meetings to lend experience and assist in fulfilling the goals set by the school council.
Time Commitment: 2 meetings per month

Past Council will be available for assistance and support for all positions.

PLEASE RETURN TO SCHOOL BY Monday, MAY 4, 2015

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