

**Broadlands Public School
School Advisory Council
Nomination/Self-nomination Form 2019 - 2020**

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council.

OR

I wish to nominate _____ for an elected position as a parent/guardian representative on the school council.

I have read and understood the roles and responsibilities of SAC attached as well as outlined in the 'School Council – A guide for members' document from the Ministry of Education found at <http://www.edu.gov.on.ca/eng/general/elemsec/council/guide.html>

Name: _____

Address: _____

Home Phone #: _____ Business Phone: _____

Email: _____

I am the parent/guardian of _____ in the Grade _____ class _____.

I am an employee of the Board: _____ YES _____ NO

The person I have nominated is an employee of the Board: _____ YES _____ NO

Candidate's signature: _____ Date: _____

Nominator's signature: _____ Date: _____

All nomination or self-nomination forms must be received in the office by Tuesday, September 17, 2019.

What skills do you have for the applied position?

Officers/Roles & Responsibilities

A school council shall have a chair OR two co-chairs, a secretary and a treasurer.

The Chair/Co-chair of the school council shall:

- Ensure that the SAC follows the established by-laws and understands the role of the SAC in the overall operations of the school
- Ensure ALL SAC executive familiarize themselves with the 'School councils – A guide for members'
- Call school council meetings by setting the dates for the meetings at the first meeting of the year
- Prepare the agenda for school council meetings in consultation with the school principal
- Ensure that the minutes are recorded and maintained for the year
- Ensure regular communication with the larger school community
- Keep track of member attendance and creatively motivate members to participate in meetings and events
- List and revise all SAC activities at the beginning of the year

The Deputy-Chair of the school council shall:

- Regularly communicate with Chair/Co-Chairs and remain up to date with live issues;
- Assume the duties of the Chair/Co-Chairs in his/her absence; and
- Assist the Chair in executing responsibilities.

The Secretary of the school council shall:

- Ensure that the minutes of the meetings are recorded, maintained and reported each meeting
- Maintain minutes at the school of all meetings for a minimum of 4 years
- Have available at the meetings the minute book, Board Policies, Governments
- Regulations and procedures pertinent to the school council and any materials that relate to the agenda items
- Inform SAC members of the meeting one week in advance along with the agenda and minutes from previous meeting (to be approved)

The Treasurer of the school council shall:

- Receive ALL monies
- Draw and co-sign cheques for payment of authorized expenditures
- Ensure the financial records of the school council are maintained and reported monthly