

Lighthouse Parent's Association Job Descriptions

The Lighthouse Parent's Association is a group of parents, teachers, principals, staff, and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. We will facilitate cooperation among all the concerned participants within the Ryerson Heights Family.

The Team will serve renewable two-year terms. Team members are voted into position based upon their ability and willingness to serve as ambassadors of Ryerson Heights and their interest in developing resources that support the Ryerson experience for our students.

The Lighthouse Parent's Association's executive will consist of the following: Chair, Vice Chair, Secretary, Treasurer, Community Member, Teacher Representative, Principal.

The Association will also have an elected Fundraising Coordinator and Volunteer Coordinator, as well as 12 members at large. For voting purposes a majority of the executive and members at large are needed to pass a resolution.

Chair Person

The chair of the council are elected by the council members and must be a parent or parents who are not employed by the school board. In addition to performing the same duties as other council members, the chair will:

- Arrange for meetings;
- Prepare agenda for meetings and make sure they are available at least three working days before the meeting;
- Chair council meetings;
- Participate in information and training programs as necessary;
- Ensure that minutes of council meetings are recorded and maintained by secretary;
- Ensure that council meetings are not a forum for discussion about individuals or individual concerns;
- Facilitate the resolution of conflict;
- Ensure that **all** council business is conducted in an open session;
- Participate as ex-officio members of all committees established by the school council;
- Communicate with the school principal on acts as a liaison between the school and the community;
- Ensure that committee chairs have the tools they need to do their job;
- Ensure there is a communication plan to inform entire parent community of dates, times and special topics of council meetings including newsletters etc;

Vice Chair Person

- Preside over Council meetings if the Chair is unable to attend;
- Assist the Chair with duties to fulfill Council activities;
- Learn the responsibilities of the Chair;
- Coordinate new Board election and transition process.

Secretary

- Record minutes and provide them for review at every council meeting;
- Maintain a list of council members with current telephone numbers and addresses;
- Ensure that minutes and other pertinent dates and updated information are posted on the council website;
- Ensure that the council mail slot in the school office is monitored weekly;
- Ensure that thank you notes are sent to special speakers;
- Ensure that a staff appreciation card or gift is given to secretaries (on Secretary Appreciation Day) and to staff (on Teacher Appreciation Day).

Treasurer

- Monthly account reconciliation provided for meetings
- Prepare budget with Principal and Council Chair
- Track activity to budget throughout the school year
- Prepare monthly reports for council
- Prepare Year End reports for council
- Provide balance sheet for each fundraising event
- Keep records of all receipts and disbursements on behalf of Council

Fundraising Coordinator

- Coordinate fundraising activities for the year
- Interface partnerships with local businesses to develop programs that are beneficial to the school.

Volunteer Coordinator

- Solicit a volunteer list to establish a volunteer pool and data base.
- Facilitate a classroom communicator system to disseminate key information to all parents.
- Coordinate volunteer activities and special projects

Community Member

- The council must appoint at least one community representative, who cannot be an employee at the school. If the community representative is employed elsewhere by the board, he or she must inform other council members of his or her employment prior to appointment.
- Must attend council meetings and be willing to become involved in at least one activity of the council that school year.

Teacher Representative

- Any teacher in the school is eligible to seek election for the one teacher position on the school council. He or she is to be elected by other teachers in the school. The teacher position cannot be filled by a principal or vice principal.
- Must be willing to attend meetings monthly
- Bring forth information from the school staff to the council and from council to school staff.

Parent members at large

- A parent member is one who is a parent or guardian of a child enrolled in the school.
- The council must ensure that parent members form the majority of the school council membership.
- Must be willing to attend meetings monthly and participate in at least two activities of the council that school year.