

**CALEDONIA CENTENNIAL PUBLIC SCHOOL**  
**110 Shetland,**  
**Caledonia, Ontario**  
**N3W - 2H1**

*(Phone) (905) 765-4860*  
*(Fax) (905) 765-1824*



*Principal: Mr. J. E. Smith*

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## **School Advisory Council**

### **Roles of Officers**

#### **Chair**

- Chairs the School Advisory Council (SAC) meetings
- Collaborates with principal to set agendas for the SAC meetings
- circulates the minutes to the SAC committee, and posts them for public viewing
- circulates to the SAC, information received from the Board of Education for parents
- leads the SAC in setting goals for the year
- provides a year end report to the Board of Education on the activities of the committee and the funds raised.

#### **Vice-Chair**

- Assists the chair in setting agendas, etc.
- Chairs the SAC meetings if the chair is not available

#### **Secretary**

- records minutes of the meetings of the SAC

#### **Treasurer**

- monitors and reports to the SAC on the activity and balance of the SAC bank account