

ROLES AND RESPONSIBILITIES

Crescent Heights High School Council Board Members

CHAIR

- General oversight/responsibility for activities; ex-officio member of all committees
- Report at Annual General Meeting and to School on activities of the prior year
- Work with Council and School Administration to set goals for the current year
- Chairs all meetings (approximately 8/yr), prepares meeting agenda
- Primary liaison with CHHS administration

VICE-CHAIR

- Assumes duties of Chair if not able to fulfill duties, until successor has been elected
- Chairs meetings when Chair is unable to do so
- Primary responsibility for Council email account

SECRETARY

- Attends meetings and keeps accurate minutes of same
- Keeps log of meeting attendees
- Communication – communication with parents; and liaising with CHHS administration regarding updates to the Parent Page of the CHHS website, communication to parents (e.g. meeting minutes, upcoming events, notices, synervoice)
- Maintain records for future reference/audit (e.g. binder with all agendas, meeting minutes and submissions at meetings, parent communication, Corporate Registry filings)