



Chair

Role Description

The Chair brings the Student Council, administration, parents/guardians and the community of Tuscany together to support the Children of our school community. It is expected that the School Council Chair will be a parent of a student enrolled in the School.

Responsibilities

Unless otherwise determined by the School Council, the Chair shall have the following duties:

- Chair all meetings of the School Council;
- Coordinate with the Principal to establish meeting agendas;
- Communicate with the Principal on a regular basis;
- Decide all matters relating to rules of order at the meetings;
- Ensure that School Council Operating Procedures are current and followed;
- Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- Be the official spokesperson of the School Council;
- Ensure that there is regular communication with the whole School community;
- Review any communication to the School community prior to distribution and include the Principal in same;
- Stay informed about School Board policy that impacts School Council;
- Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or Treasurer;
- Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th;
- Have general responsibility for, and when possible assist with, all activities of the School Council;

Time Commitment

- School and Community Newsletter review – approximately 1-2 hours / month (September – June)
- Agenda setting meetings with Administration – approximately 2 hour / month (September – June)
- School Council Planning & Assisting Committees – 2-5 hours / month (Month dependant)
- Email review & responses on a variety of queries – approximately 3-5 hours / month (September – June)
- School Council Meeting Attendance – 2.5 hours / month (September – June)
- Tuscany Community Coalition - approximately 1-2 hours / month (September – June)
- Monthly Agenda Setting and Minutes Review – approximately 1 hour / month
- Executive Council Meetings - 2 hours / 2-3times over school year (September – June)
- Tuscany Executive Council Role Description Updates

Committee Roles

Tuscany Community Coalition
Sub-Committee Roles as chosen

Vice Chair

Role

Provides support to the Chair, Student Council initiatives, to the Student Council, administration, parents/guardians and the community of Tuscany.

Responsibilities

Unless otherwise determined by the School Council, the Vice Chair shall have the following duties:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- Work with and support the Chair in agenda preparation;
- Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- Assist in assuming responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- Promote teamwork and assist the Chair in the smooth running of the meetings;
- Keep informed of relevant School and School Board policies;
- Prepare to assume the position of Chair in the future;
- Have signing authority, if required, on any financial accounts together with the Chair and/or the Treasurer;
- Assist the Chair and undertake tasks assigned by the Chair.

Time Commitment

- Agenda setting meeting – approximately 1-2 hours / month (September – June)
- School Council Meeting Attendance – 2 hours / month (September – June)
- Email review & responses on a variety of queries – approximately 3-4 hours / month (September – June)

Committee Roles

As needed

Secretary

Role

To act as a recorder at each School Council and Executive Council meeting, to ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting.

Responsibilities

Unless otherwise determined by the School Council, the Treasurer shall have the following duties:

- Keep minutes, correspondence, records and other School Council documents and ensure that all relevant documents (As per legislation) are available to the public in an accessible location in the School digital form, for a period of 7 years;
- Maintain a dated record, of all of the Members of the School Council, who have knowingly provided their contact information, in compliance with PIPA;

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- Editing and sharing minutes following the meeting – 30 min – 1 hour
- Other various tasks as required 2-4 hours per year

Committee Roles

As needed

Communications Coordinator

Role

Provides regular, effective communication regarding Student Council initiatives, to the Student Council, administration, parents/guardians and the community of Tuscany.

Responsibilities

Unless otherwise determined by the School Council, the Communications Coordinator shall have the following duties:

- Each month, coordinate and combine all School Council submissions for the School Newsletter into one submission. Requires editing, formatting and some writing.
- Write monthly articles for the Tuscany Sun. Articles are due by the 5th of the month for the following month. Email articles to Elizabeth (editor) at news@tuscanyca.org. Submission content includes updates on current council initiatives and any applicable photographs.
- Assist School Council Chair maintain & update the School Council Facebook page
- On occasion, coordinate surveys through Survey Monkey

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- School Newsletter – approximately 1-2 hours / month (September – June)
- Community Newsletter Article – approximately 1 hour / month (September – June)
- Email review & responses on a variety of queries – approximately 3-4 hours / month (September – June)

Committee Roles

Volunteer Coordinator if applicable

Treasurer

Role

The treasurer typically acts as an information and reference point for the Chair and other committee members; clarifying financial implications of proposals; outline the current financial status; maintain and retrieve relevant documentation.

Responsibilities

Unless otherwise determined by the School Council, the Treasurer shall have the following duties:

- Keep accurate records of all financial transactions; manage bank accounts; set up appropriate systems for book-keeping, payments and deposits.
- Ensure that records are available upon request of the School Board, public or School community;
- Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order (We use First Calgary Financial, Crowfoot Branch)
- Have signing authority on any financial accounts together with the Chair and/or Vice Chair; prepare cheques & liaison with Chair or Vice-Chair for cheque signing.
- Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council; prepare any financial statements as requested.
- Oversee and present budgets, accounts and financial statements to the Council, public/parents and School Board. Present reports on the organizations financial position when asked; advise on the financial implications of strategic and operational plans (fundraising).
- Liaise with the Chair, Vice-chair and Fundraising Coordinator in formulating budget at the start of each school year; present revised financial forecast based on actual inflow/ outflow throughout the year.

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- 3-5 hours per month depending on which fundraisers are ongoing; requires making deposits to bank during banking hours

Committee Roles

N/A

Fundraising Coordinator

Role

Works with the school community to raise money to enhance educational materials, student learning and overall experience of the students at Tuscany School.

Responsibilities

Unless otherwise determined by the School Council, the Fundraising Coordinator shall have the following duties:

- Assist the Treasurer when projecting the financial forecast and budget for the upcoming school year;
- Explore future fundraising initiatives and assess past fundraisers;
- Develop/maintain a fundraising team to help coordinate the various fundraisers throughout the year;
- Execute chosen fundraisers and report results back to the School Community;
- Provide any written communication to the Chair regarding fundraisers to be shared via email to the parent community;
- Provide any written communication to the Communications Coordinator regarding fundraisers to be input into the community newspapers and school newsletter;
- Attend monthly School Council Meetings and any other special meeting that may be required by Executive Committee;

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- Approximately a couple hours leading into each fundraiser for administration work (photocopying, editing handouts etc.), a few hours spent wrapping up each fundraiser, 10min – 30 min preparing write-ups for the Communications Coordinator and Chair as required.
- Please note that each fundraiser is different the other and they do not all require the same amount of time commitment. The larger the team, the less hours required by each person.
- A couple of hours at the end of the year is spent working with the Treasurer forecasting for the following year.

Committee Roles

As required/available.

Special Events Coordinator

Role

To organize events for the school year for the students and their families to attend. The events are after hours and the purpose is for families to socialize and students to interact with their peers.

Responsibilities

Unless otherwise determined by the School Council, the Special Events Coordinator shall have the following duties:

- To work with a team to organize 3-5 events for the school year. These events currently include, but are not limited to, Welcome Week events, a Fall/Halloween event, a Spring event and the Year End BBQ.
- Manage the budget for special events

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- Depending on each event the time varies. Usually two one-hour meetings with a team to create new ideas prior to an event. For example, games, crafts, activities.
- Computer time to request gym rentals through the city of Calgary, setting up volunteer lists, invites.
- Create and maintain any required invitations, registration websites/documents and volunteer sign ups. Approximately 1-3 hours.
- Meeting with the school care taker to arrange set up of relevant space (Typically the gym and Gathering Space) one week prior to the event. Approximately 1 hour.
- Managing the registration system and volunteer Sign Up Genius. Approximately 1-2 hours.
- Any required sourcing and organizing of food & beverage, crafts, decorations, etc... This could be 3-7 hours with the assistance of committee members per event.
- Provide any written communication to the Chair regarding event to be shared via email to the parent community;
- Provide any written communication to the Communications Coordinator regarding events to be input into the community newspapers and school newsletter;
- Manage any communication from parents – Could be up to 1 hour.
- Event day set up, execution and tear down is typically 4-6 hours.
- Delegating tasks for your team to assist with.

Committee Roles

Applicable if sub-committees are created.

Key Communicator

Role

Works to build and enhance a connection between parents of the Tuscany School community and Calgary's public education system. The key communicator will liaise with school councils, enable more informed citizen input, and share information, ideas and concerns as part of a system-wide network of involved parents.

Responsibilities

Unless otherwise determined by the School Council, the Key Communicator shall have the following duties:

- Attend or arrange for an alternate to attend the CBE Council of School Councils (COSC) Meetings on behalf of the school community (generally 4-6 per school year);
- Provide School Council input on educational issues as requested by the CBE (Calgary Board of Education), ASCA (Alberta School Council's Association), and CAPSC (Calgary Association of Parents and School Councils);
- Monitor correspondence from CBE, CAPSC and ASCA and report any pertinent information to the Executive and School Councils. Attend or arrange for an alternate to attend any workshops, seminars, webinars and conference calls that are relevant to the School;
- Manage communications and the flow of information between the CBE Council of School Councils, CAPSC, ASCA and the School Council.

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- Attend CBE COSC meetings (Generally two hours long and held at the CBE offices downtown);
- One hour per month monitoring and relaying communications.

Committee Roles

N/A

Spirit Wear Coordinator

Role

Facilitates the sales and ordering of the Tuscany School Apparel, working to increase the visible spirit with the children for special event days, fun lunch/snack, field trips, etc...

Responsibilities

Unless otherwise determined by the School Council, the Spirit Wear Coordinator shall have the following duties:

- Arrange with spirit wear vendor the apparel to be purchased at the beginning of the school year;
- Arrange for order forms to be sent out to the parent community and pick up orders as need;
- Determine if the apparel should be sold once or twice a school year based on demand;
- Provide any written communication to the Chair regarding event to be shared via email to the parent community;
- Provide any written communication to the Communications Coordinator regarding events to be input into the community newspapers and school newsletter;
- Sort and send apparel out to the teachers of each classroom for student distribution

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- Work with vendor, order form creation and distribution – 1-2 hours
- Sort and send apparel out to the teachers of each classroom for student distribution – 1-2 hours

Fun Lunch Coordinator

Role

To organize and provide a Fun Lunch option once a month to the Grade 1 – 4 students

Responsibilities

Unless otherwise determined by the School Council, the Fun Lunch Coordinator shall have the following duties:

- Select vendors and determine menu choices in advance via and with Healthy Hunger;
- Set up Healthy Hunger account by loading teacher and classroom lists and menus;
- Ensure that there are enough volunteers, to help sort and distribute lunches to the classrooms on Fun Lunch days;
- Oversee the receipt of and distribution of lunches on Fun Lunch day;
- Provide any written communication to the Chair regarding Fun Lunch to be shared via email to the parent community;
- Provide any written communication to the Communications Coordinator regarding Fun Lunch to be input into the community newspapers and school newsletter;
- Communicate with the school care takers about set up and requirements for each Fun Lunch
- Respond to any feedback and suggestions in a professional and timely manner

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- 4-6 hours at the start of the school year: Choose vendors and menus, set up Healthy Hunger account, organize Sign Up Genius for volunteers, draft an information letter for the parents/guardians
- 15-30 minutes writing up reminders for the Chair and Communications Chair to distribute
- 20-30 minutes the weekend before Fun Lunch: Print off distribution lists, order volunteer lunches
- 2 hours once a month: At the school on Fun Lunch day

Committee Roles

- Recommended to have someone who can confidently step into the role should you not be able to be there on a Fun Lunch day

Fun Snack Coordinator

Role

Provide monthly Fun Snack to Kindergarten children.

Responsibilities

Unless otherwise determined by the School Council, the Fun Snack Coordinator shall have the following duties:

- Provide Fun Snack information and payment envelopes to teachers to send home with Kindergarten children at the beginning of the school year;
- Collect payment from Kindergarten parents (pickup from the Tuscany School office)
- Communication with Kindergarten teachers (let them know when Fun Snack is being dropped off; provide a list of children who get alternate Fun Snack due to allergies)
- Purchase school safe Fun Snacks every month.
- Deliver the Fun Snacks to the school.

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- September – Approximately 3 hours to collect payment, create student list and record payment
- Monthly – 1.5 hours (purchase Fun Snack and drop off at school)
- Fun snack can be dropped off at any time school front doors are open (flexibility for morning or after school drop off)

NOTE: Fun Snack Coordinator does not go into the classroom on Fun Snack day, the teachers take care of everything once it is dropped off.

NOTE: This is a one-year term, typically held by a Kindergarten parent.

Teacher Appreciation Coordinator

Role

Organize and deliver treats, gifts or tokens of appreciation to the staff of Tuscany School

Responsibilities

Unless otherwise determined by the School Council, the Teacher Appreciation Coordinator shall have the following duties:

- Organize a teacher appreciation event every 1-2 months with the assistance of a committee
- Organize the staff appreciation dinners for interviews 3 times per school year
- Carry this out in a cost-effective way, such as sourcing donations from vendors like Starbucks or Sobeys and/or requesting that committee members make homemade treats.

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- 2-3 hours per month

Naturalization Coordinator

Role

Oversees and ensures most building, maintenance, and management of council funded initiatives that are land use related.

Responsibilities

Unless otherwise determined by the School Council, the Naturalization Coordinator shall have the following duties:

- Watching the lawn quality and arranging seasonal maintenance, as well problem-solving issues as they arise;
- Collaborating with the staff to help them be able to utilize areas of the yard for learning opportunities;
- Ensure that the integrity of previous projects is maintained as to not lose their value and use;
- Walking around the grounds every month to identify any potential issues;
- Asking council for funding once needs are identified. Obtaining quotes, working within cost restraints, CBE land use restrictions, and other procedures and processes;
- Writing grants when required.

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- Variable based on number of projects. Could be 3-6 additional hours per month for coordination and emails depending on what stage projects are at.

Committee Roles

Overall this role places you as a project manager. You delegate task to other members of the committee as well as do some work yourself.

Grade 4 Farewell Coordinator

Role

Works with a committee to plan the grade 4 send off at the end of the school year.

Responsibilities

Unless otherwise determined by the School Council, the Grade 4 Farewell Coordinator shall have the following duties:

- Brainstorm ideas with the committee and school administration for the Grade 4 Farewell Outing.
- Book venue, source suppliers, donations, etc... for the farewell.
- Confirm date and academic applicability of event theme with School Administration prior to confirming venue.
- Source volunteers as needed to set up, chaperone, etc...
- Determine with the school the payment process for this event. This is CBE regulation dependant.

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- Planning for the event 3-7 hours over the school year
- Execution of the event, 6-9 hours event theme and location dependant.

NOTE: This is a one-year term, typically held by a grade 4 parent.

Kiss ‘n Drop Coordinator

Role

To help alleviate the traffic congestion on the west side of the school, allowing parents the opportunity to drive up along the west side of the school. Work with volunteers to open the car door and escort children from the car and guide them toward the school playground until the bell rings.

Responsibilities

Unless otherwise determined by the School Council, the Kiss ‘n Drop Coordinator shall have the following duties:

- Create Sign Ups for the parent community to volunteer during the mornings from 8:15am to 8:30am
- Model the role by volunteering at Kiss ‘n Drop on a regular basis. Weekly or bi-weekly depending on volunteer fulfilment. This includes putting signs up along the No Parking section of Tuscany Hill NW.
- Provide any written communication to the Chair regarding Fun Lunch to be shared via email to the parent community;
- Provide any written communication to the Communications Coordinator regarding Fun Lunch to be input into the community newspapers and school newsletter;

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)
- Creating sign up – 1-2 hours
- Monthly time volunteering at Kiss ‘n Drop – 2-3 hours
- Sharing information with the Communications Coordinator and Chair for parent distribution 30min to 1 hour monthly

Past Chair

Role

Provides support and history to the Chair and Student Council, administration, parents/guardians and the community of Tuscany.

Responsibilities

- Serve in an advisory capacity to the new School Council;
- Act in the absence of both the Chair and Vice-Chair.

Time Commitment

- School Council Meeting Attendance – 2 hours / month (September – June)