

THE CHAIR/CO-CHAIRS (up to 2)

The chair/co-chairs are voting members of Council who, in addition to performing the same duties as other council members, might:

- Arrange for meetings;
- Prepare agendas;
- Chair council meetings;
- Ensure that minutes of council meetings are recorded and maintained;
- Facilitate the resolution of conflict;
- Participate as ex-officio members of all committees established by the school council;
- Communicate with the school principal on behalf of the council.

TREASURER/CO-TREASURER (up to 2)

The Treasurer shall follow TDSB procedures for School Council Funds, including:

- Ensure that School Council Funds are kept separate from personal funds.
- Ensure that proper accounting records are maintained for all revenues and expenses.
- Monitor the status of the funds on a monthly basis by reviewing and signing the Bank Reconciliation Summary Report and Cash Flow Report.
- Report the status of the funds on a monthly basis to School Council members.
- Ensure that any investments of surplus funds not immediately required are:
 - Under the name of the School Council referencing the School and TDSB
 - Controlled through the School Council Treasurer
 - Invested for no longer than one year
 - Invested in non-risk investments (Canada Savings Bond, term deposit, G.I.C.).

SECRETARY/CO-SECRETARIES (up to 2)

The Secretary is responsible for:

- Taking minutes at Council meetings, and making changes/additions as necessary
- Other administrative duties as required