



Metcalfe Public School Council

2701 8th Line Road
Metcalfe, ON K0A 2P0
Tel: 613-821-2261 Fax: 613-821-7801

Procedures for Chair/Co Chair/Vice Chair:

If the Council as a whole elects 2 Co Chairs, it is highly recommended that all duties and responsibilities be duly split and communicated with all members so that lines of responsibilities are known to all.

If Council elects 2 persons to fill the positions of Chair and Vice Chair, then it is essential that the Vice-Chair be kept up to date by the Chair and have access to all information so that he/she may fulfill the role of Chair in his/her absence.

These are some of the duties that the Chair is ultimately responsible for:

- Solicits Council for input on Agenda, Prepares and Circulates Agenda's on the forum at least by the weekend prior to Meeting, draft agenda's should be posted earlier to give members an idea of what is carried over from past meetings(Council Members, Website Committee, etc.)
- Prints out and bring extra copies of Agenda/Minutes for Monthly Meetings
- Chairs Monthly Council Meetings
- Ensure that Parent / Caregivers are promptly solicited to fill vacant executive positions on Council.
- Distributes the "OCASC Agendas and Notices" received by e-mail to Council Members immediately (these are usually date sensitive).
- Bring to the attention of pertinent Council Members – specific information mentioned in the OCASC – i.e. financial changes – e-mail Treasurer under separate cover.
- Continually reviews "Incoming Mail" and presents at the Monthly Council Meeting
- Continually reviews Incoming Electronic Mail and post this on the forum and presents at Council Monthly Meetings (ex: OCASC Agendas, Miscellaneous Notices from Board, etc.)
- Edits and approves minutes promptly so that the Secretary may distribute them appropriately.



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- Specific Tasks (Time to be Completed)
 - Notify OCASC of new Contact Information for New Elected Chair/Vice Chair (September 30th)
 - Sign any documents required by Principal as newly Elected Chair/Vice Chair
 - Notify Board of new Contact Information for Newly Elected Chair/Vice Chair (September 30th)
 - Create a new Elected Council Member Contact List and circulate (mid-October)
 - Principal Profile – Consult council, edit changes, prepare originals for signatures and distribute to the appropriate persons and ensure that a signed copy is available on the forum.
 - Has communication with the Superintendent of Schools (usually May) which is initiated by the Superintendent.
 - Prepare the Annual Report and submitted it to the Principal and ensure that this is place on the Forum and on the Web Site so that all Council Members and Parents or Caregivers can view the document.
 - Revises/Updates “Join the Council” Letter and Nomination Form and ensure that a Nomination Committee is in place. Ensures that this documentation is distributed to Parents (at least 2 weeks prior to the Election Date).
 - Unless delegated, ensures that Council Table is set-up and that members are available to greet Parents at “Meet the Creature” BBQ (usually 3rd week of September)
- Monitors Beam Account – Notify Council Members of pertinent information (ex: Treasurer about Financial Changes - council financials/board requirements) on the forum in a timely manner.
- Monitor Voice Messages on Council Mailbox Ext. #436 and forward information to appropriate Council Member in a timely manner, this is usually time sensitive.
- Makes arrangement so that the Constitution is reviewed and updated as procedures and policies change regularly. All changes must be voted on according to the Regulations stated therein. Ensure that the up to date Constitution is posted on the Web Site for all Parents and Caregivers to access.
- Make sure that the procedures listed in the Constitution are respected and adhered to.



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- Ensures that all procedures are reviewed at least one per term to revise/update or have new procedures document when Council adopts new tasks.
- Circulate all Board policies and questionnaires to all Council Members and ensure that these are done in a timely manner.
- Should, if possible, place all documentation that is circulated to parents on the forum or in a binder so that Council members are aware of information that has been passed out (other storage methods could be used CD etc.).
- Continues to be available for all Parents or Caregivers, Council Members and Staff to discuss issues/situations that may arise or when they have questions concerning the Role of Council at MPS or other school related issues.
- Ensures that a representative of Council is present at any functions that the Principal requests – i.e. JK Information Night, Grade 7 Information Night, etc.