

Roles of PH School Advisory Council (SAC) Executive Members and Committee Chairs

President:

- sets meeting dates and agenda after consultation with Executive and Principal
- chairs the meeting and maintains order
- ensures minutes are recorded and maintained
- communicates with the principal on a regular basis
- follows existing school council by-laws/operating procedures
- stays informed about school board policy that impacts SAC
- ensures roles and responsibilities are clearly defined
- manages the overall functioning of the SAC
- has signing authority
- ensures preparation of Annual Report to School Board

Vice-President:

- assists the President and must be prepared to take over, if the President cannot act
- assumes the role of the President in the President's absence
- ensuring regular communication with the school community beyond those who attend meetings (e.g., submitting a brief summary for the monthly newsletter)
- has signing authority

Secretary:

- records minutes of SAC meetings
- maintains SAC files
- handles SAC correspondence
- complies and delivers Annual Report to School Board

Treasurer:

- maintains SAC bank account
- manages all financial transactions
- ensures accurate accounting procedures are followed
- reports on the financial standing of SAC at each meeting
- has signing authority

Fundraising Coordinator:

- organizes SAC fundraising events, which includes:
 - making any phone calls, ordering, etc. that needs to be done to hold the event
 - planning the events
 - applying for lottery licenses as needed
 - calling volunteers to work at these events
 - collecting money, keeping accurate records, and turning them over to the Treasurer
- attending SAC meetings and reporting to the group on the fundraising events

Hot lunch Coordinator:

- coordinates monthly hot lunch program, which includes:
- preparing order forms and delivering them to the school to distribute
- collecting orders & organizing a group of volunteers to count money & tally orders
- ordering food
- serving food to students
- cleaning the kitchen after hot lunch
- organizing and running hot lunch at Track & Field Day

Pizza Lunch Coordinator:

- coordinates pizza lunch program, which includes:
- preparing order forms and delivering them to the school to distribute
- collecting orders & organizing a group of volunteers to count money & tally orders
- ordering food
- serving food to students
- cleaning the kitchen after pizza lunch

Kitchen & Food Coordinator:

- checks kitchen's cleanliness monthly and cleans it if necessary
- cleans kitchen thoroughly once or twice per year

Event Coordinator:

- organizes SAC events, which includes:
- planning events for students such as movie and family fun nights, Easter egg hunt etc.
- making any phone calls, ordering, etc. that needs to be done to hold the event
- organizing a committee to help with organizing the events
- collecting money, keeping accurate records, and turning them over to the Treasurer
- attending SAC meetings and reporting to the group on the events

Volunteer Coordinator:

- prepares volunteer checklist to send to parents and deliver to school to distribute
- tallies checklists and maintains a list of volunteers for various events
- calls volunteers for school events such as movie nights, track & field, gym riot etc..
- calls volunteers to supervise during special staff lunches