

Parent & School Council (PSC) Roles for the 2023/2024 School Year

Executive:

All RH McGregor parents, new and seasoned, are welcome to self-nominate for Executive positions. School administration will trigger the nomination process at the start of the school year. The Executive Positions are listed below, with more information available at <https://www.tdsb.on.ca/Community/How-to-Get-Involved/School-Councils/School-Council-Roles-and-Responsibilities>.

Chair (required role) & Vice-chair (optional role)

- ❖ Act as PSC voting members.
- ❖ Attend four meetings minimum per year as per School Council Regulation. Or as determined by bylaws.
- ❖ Organize meetings; assist with preparing agendas; facilitate council meeting with a positive outcome.
- ❖ Communicate with the school Principal, Vice-Principal and other TDSB staff on behalf of the council.
- ❖ Act as a bridge between parents, TDSB and community. Facilitate the resolution of conflict.
- ❖ Adhere to the voices of the parents and encourage parents to bring their voices forward.

Treasurer (required role)

- ❖ Act as PSC voting member.
- ❖ Attend four meetings minimum per year as per School Council Regulation. Or as determined by collective group.
- ❖ Keep the council members informed on budgetary matters.
- ❖ Generate monthly report and update parents, Principal and Vice-Principal at monthly meetings.
- ❖ Work cooperatively with the school Administrators regarding program accounts.
- ❖ Be available to accurately count School Council funds raised and prepare deposit slips to school account.

Secretary (required role)

- ❖ Act as PSC voting member
- ❖ Attend four meetings minimum per year as per School Council Regulation. Or as determined by collective group.
- ❖ Take minutes during meetings, edit and distribute to parents

- ❖ After council approval, share minutes with parents, post minutes on bulletin board/ email and place in School Council binder. Make copies for council monthly meeting.
- ❖ Manage all internal and external e-lists/social media etc.

Non-Executive:

All RH McGregor parents, new and seasoned, are encouraged to volunteer for the following PSC Lead positions. Non-Executive positions do not go through an official nomination process. These are positions that the outgoing PSC Executive believe are required for the 2023/2024 school year.

Diversity & Inclusion (D&I) Lead – Position open!

- ❖ Sits on the school's Diversity & Inclusion Committee and acts as parent representative.
- ❖ Engage the parent body in activities that support the core values of diversity and inclusion.

Fundraising Lead – Position open!

- ❖ Maintains a centralized view of the fundraising efforts across the PSC.
- ❖ Ensures a holistic fundraising strategy to the school and broader community.

Advocacy Lead (Liaison to Trustee Erhardt) – Position open!

- ❖ Develop relationship with Trustee Erhardt.
- ❖ Engage RH McGregor PSC, parent body, and school administration on topics of interest coming from the Trustee.
- ❖ Provide Trustee Erhardt with the RH McGregor voice.

Archives Lead – Position open!

- ❖ Highlight different parts of school history throughout the year including showcasing in a display case in the front hallway & consideration for guest speakers.
- ❖ Explore ways to work with teachers to incorporate more about the history of the school as part of the children's education.
- ❖ Ensure that the work that was started as part of the 100-Year Anniversary (2022/2023 school year) continues into the future.
- ❖ Enhance the RH archives by thoughtfully curating items to include in the archives (ensure proper documentation and storage).

MakerFest Lead – Position open!

- ❖ Organize RH McGregor MakerFest.

- ❖ Leverage a MakerFest PSC sub-committee to execute all tasks required for a successful event (book and organize makers, coordinate ticket sales, liaise with school admin on logistics, room mapping, etc.).

Spring Fair Lead – Position open!

- ❖ Organize RH McGregor Spring Fair.
- ❖ Leverage a Spring Fair PSC sub-committee to execute all tasks required for a successful Fair (book vendors, coordinate ticket sales, liaise with school admin on logistics, grounds mapping, etc.).

Communications Lead – Position filled!

- ❖ Responsible for all outgoing messaging to the parent community on behalf of the PSC.
- ❖ Responsible for engaging with the Executive and other PSC Leads in order to develop relevant communication that keeps the parent community abreast of the PSC-led activities.
- ❖ Develops a communication strategy that engages with the community in an accessible way.

Volunteer Coordinator – Position filled!

- ❖ Elicits feedback from parents on volunteer interests across a range of opportunities. Maintains information in a database that is leveraged for PSC events that require volunteers.
- ❖ Works directly with Spring Fair Committee to secure volunteers for the Fair.
- ❖ Offers support to PSC Leads for events and activities requiring parent volunteers.

Pizza Lunch Lead – Position filled!

- ❖ Provide hands-on leadership in executing the bi-weekly Pizza Lunch program.
- ❖ Coordinate with vendors on delivery and payment.
- ❖ Organize pizza lunch volunteers to ensure a smooth operation on pizza lunch days (e.g. all classes are covered, sufficient number of volunteers).

Project Play Lead – Position filled!

- ❖ Lead the playground, fields, outdoor space revitalization project at RH McGregor.
- ❖ Liaise with the TDSB and school administration to push the project forward.
- ❖ Ensure project execution is aligned with project values and objectives.
- ❖ Leverage a Project Play PSC sub-committee in execution of the project goals (fundraising, communication to parent body, etc.).