

Overview of Henry Larsen School Council

Updated March 2014

Parent involvement in Henry Larsen's School Council is essential to ensuring that Henry Larsen Elementary School remains a vibrant and enriching environment.

Overview

School Council members provide input and advice on how to improve school and student performance, and help support programs and fund resources that enhance learning. Involvement in Council can mean attending monthly meetings, being a full voting member, serving on the Executive, or helping with one of many Council-sponsored events or fundraising activities that benefit students and their educational experience. School Council works to: build a sense of community, strengthen home-school communication (e.g., newsletters, annual reports, parent information nights), and serve the needs of students.

Membership

Membership on School Council is open to all parents/guardians of students enrolled at Henry Larsen ES, as well as community members, the school principal (non-voting), a teacher, an administrative staff member, and a student (optional). The Executive is comprised of four parents in the following roles:

Chair: plans, organizes, and runs Council meetings; communicates with the school principal, community members, and represents the Council to outside bodies.

Co-Chair: takes on the responsibilities of the Chair if she/he is absent or unable to fulfill his/her duties.

Secretary: prepares and distributes Council meeting minutes, drafts Council correspondence and keeps files of the Council's official documents.

Treasurer: receives, pays out, and keeps accounts of all Council funding and approved expenses; prepares regular financial statements subject to annual audits; and holds joint signing authority for Council expenditures along with one other Council member.

Other positions may include:

- Webmaster to help with improving and maintaining Council's web site
- Communications Coordinator to write newsletters and promote council events
- Henry's Cool Yard project Chair
- Fundraising Coordinator to manage the many fundraising activities of Council
- Volunteer Coordinator to organize volunteers for large events such as the fun fair

Elections

Parents wanting to become School Council members can nominate themselves prior to the Annual General Meeting (AGM) held within the first 30 days of the new school year. Parent members are elected at the AGM by the parents present. Terms are for one-year although members may seek additional terms of office.

Meetings

School Council meetings are typically held the second Monday of each month at 7:00 p.m. in the school library. All parents/guardians and interested members of the community are welcome and we hope you will attend. Please see the School Council website for the meeting dates. <http://henrylarsensc.ca/>

Contact Us

For more information on Henry Larsen School Council, please get in touch at henrylarsensc@gmail.com.