



Section: **Roles and Responsibilities**
Policy #: **1404**
Policy: **Duties of School Council Members**

Date Approved:
Revision Dates: November 20 2004

DUTIES OF SCHOOL COUNCIL MEMBERS:

1. The Chairperson shall preside at all meetings. He/she shall appoint the heads of all committees from the Council membership and shall perform such other duties as shall from time to time be required of him by the Council.
2. The vice-chairperson shall preside at meetings in the absence of the chairperson and shall assist the chairperson in his/her duties.
3. The Secretary shall perform such duties as prescribed by the Chairperson and shall record and distribute to the members, the minutes of all meetings.
4. The Treasurer shall keep such journals, ledgers, and other financial records as required.
5. Members at large will be expected to head subcommittees.
6. All the above mentioned members are to adhere to the **Policies** of **The Catholic Independent Schools Society Of Nelson Diocese**.
7. Any Council member who, having been properly notified and upon failing to attend three consecutive meetings, unless properly excused, shall automatically forfeit his or her position on the Council. The resulting vacancy shall be filled by another person appointed by the Pastor.
8. Any School Council member who violates the Code of Ethics for School Council members, as approved by CISND, may be expelled by the Council in consultation with the Chancellor for Schools.
9. Members of the Council are automatically members of the Catholic School Trustees Association of Nelson Diocese, CSTA (ND).