

- ensure there is regular communication with the school community;
- consult with senior board staff and trustees, as required;
- chair the By-laws Committee of the Council.

34. The Vice-chair (when elected) shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as shall from time to time be imposed upon him/her by the Council.

35. The Treasurer shall be responsible for:

- keeping full and accurate accounts of all assets, liabilities, receipts and disbursements of the Council in the books belonging to the Council;
- ensuring that all monies are deposited on behalf of the Council in the name and to the credit of the Council in the bank accounts which the Council will maintain for this purpose;
- making available for audit by the school board all accounts, ledgers and other records maintained by the Treasurer for the Council.

The Treasurer shall direct the disbursement of the funds of the Council as may be directed by proper authority, taking proper vouchers for such disbursements, and shall present to the Chair and the Council members at the regular meeting of the Council, or whenever they may require it, an accounting of all transactions and a statement of the financial position of the Council. The treasurer shall also perform such other similar duties as may be directed by the Council.

36. The Secretary shall attend all meetings and act as clerk thereof and be responsible for recording all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary shall give or cause to be given notice of all meetings of the members of the Council, and shall perform such other duties as may be prescribed by the Council.

37. The duties of all other Officers of the Council shall be such as the terms of their engagement call for or the Council requires of them.

DUTIES OF COUNCIL MEMBERS

38. The members of the Council are accountable to the constituents they serve and shall:

- maintain a school-wide perspective on issues;
- regularly participate in Council meetings;
- participate in information and training programs;