



BROWN PUBLIC SCHOOL PARENT COUNCIL

ROLES AND RESPONSIBILITIES OF THE SCHOOL COUNCIL MEMBERS

A. Primary Objectives of the Parent Council

- Contribute to the effectiveness of the educational program at Brown Public School and in the community
- To foster cooperation and understanding between the families and staff of Brown Public School
- Governance of financial matters including budget management, and fund allocation.
- Development and execution of fund raising initiatives
- Coordination with School Administration, and TDSB on school-related issues
- Coordination of programming initiatives such as movie nights, pizza lunches, lunch-time and after school activities
- Coordination of special events such as the Fall Fling and Garden Fete
- Advocacy for safety, nutrition and improved learning resources
- Communications between Parent Council itself and Brown families via development of the Brown website, email notifications and maintenance of the parent directory
- As per section 612/00 of the Ontario Regulations Governing School Councils which clearly confirms that School Councils are advisory bodies and clearly states that they make recommendations to their principals or school boards on any matter.
- Work with other School Councils and exchange ideas and experiences at our respective schools

All parents with children attending Brown Public School are welcome to be members of the Parent Council, are welcome to attend all Parent Council Meetings and are welcome to express their opinions, provide input into and to ask questions of Parent Council.

B. Brown Parent Council Composition

	Minimum	Maximum
<u>Parent Representatives</u>		
<u>Executive Officers</u>		
Co-Chairs	1	2
Vice Chairs	1	1
Treasurer	1	1
Secretary	1	1
<u>Voting Members</u>	2	7
Principal	1	1
Teacher Representative	1	1
Non-Teaching Representative	0	1
Community Representative	0	1
Total	8	24

C. 2016/2017 Committee Members

No.	Position Name	Type	Number of Positions
1	Co-Chairs	To be Elected	2
2	Vice-Chair	To be Elected	1
3	Treasurer	To be Elected	1
4	Secretary	To be Elected	1
5	Voting Members	To be Elected	1

No.	Position Name	Type	Number of Positions	Names identified for 2016/2017
6	After 4 Programme	Nominated	1	Lily McMillan
7	Apparel Committee	Nominated	3	Joanna Track Jessica Seed Lorri Chih-Nisbett
8	Buddy System Chair	Nominated	1	Vacant
9	Communications Committee	Nominated	3	Monique Taylor Amanda Demers
10	Community Garden	Nominated	1	Aviva Wittenberg
11	Eco Committee	Nominated	2	Possibly Vacant
12	Facilities Improvement	Nominated	1	Denise Tobey
13	Fall Fling Chair	Nominated	1	Darby Burger
14	Fundraising Chair	Nominated	1	Dimitra Kappos
15	Garden Fete Chair	Nominated	2	Dimitra Kappos
16	Giving Tree	Nominated	1	MC Sutton
17	Kindergarten Representative	Nominated	1	Kirby
18	Kiss & Ride	Nominated	1	Connie Wong
19	Lunch/ Milk Program Coordinator	Nominated	1	MC Sutton
20	Parent Engagement	Nominated	1	Hanna Steenland
21	QSP Committee	Nominated	2	Lily Chow Sarah Banquier
22	Speaker Series	Nominated	2	Ann Watson Marta Guzik

23	Teacher/ Parent Appreciation	Nominated	1	Vacant
24	Technology Chair	Nominated	1	Jamie Ryan
25	Traffic Safety	Nominated	2	Amanda Demers Denise Tobey
26	Volunteer Coordinator	Nominated	1	Vacant
27	World Changers	Nominated	2	Allison Fortier Laura Finch

D. Roles and Responsibilities

1. Co-Chair

Role	The Chair's role is to oversee operations of the Parent council, to liaise with the Principal and Vice Principal on a regular basis, to schedule and chair parent council meetings, to oversee and assist where necessary all other committees and to advocate on behalf of and support all parents with respect to questions, issues and ideas.
Tasks	<ul style="list-style-type: none"> • Must be available to answer emails from the Principal/Vice-Principal, administration, school council members, parents and community members daily; • Should attend all and must attend at least 75% of the school council meetings; • Must arrange for replacement to prepare agenda and chair meetings, if not available; • Prepare the meeting agenda in consultation with the Principal and Council Members; • Chair Council meetings; • Support the work of subcommittees; • Regularly consult with the Principal; • Oversee and lead Council initiatives and activities; • Assist with volunteer recruitment and parent/guardian communication; • Complete all annual reports, community requests and Board documentation, in cooperation with other members of the Executive; • Be responsible for overseeing the activities of the Executive and assume Executive roles that have not been filled, or roles which have been vacated; • Attend and participate in information and training programs and consult with Board staff and trustees as required; • Facilitate the resolution of conflict; and

	<ul style="list-style-type: none"> Enforce observation of the constitution and bylaws and Rules of Order
Time Requirement	10-15 hours per week, available for meetings at 9:00am and 7:00pm in alternate months
Position	Elected
Experience	Should have 1 year years previous parent council experience
Number of positions	2
Executive Committee	Yes

2. Vice Chair

Role	Vice chair assists the Chair and Co-Chair and assumes the chair/co-chair role in their absence. Also acts as a source of reference for the Executive Committee.
Tasks	<ul style="list-style-type: none"> Must be available to answer emails from the Principal/Vice-Principal, school council executive daily; Regularly communicate with Chair/Co-Chairs and remain up to date with live issues; Assume the duties of the Chair/Co-Chairs in his/her absence; and Assist the Chair in executing responsibilities.
Time Requirement	5-10 hours per week, available for meetings at 9:00am and 7:00pm in alternate months
Position	Elected
Experience	Should have 1 year previous parent council experience. Preferably a former Co-Chair
Number of Positions	1
Executive Committee	Yes

3. Treasurer

Role	The Treasurer's role is to work with the Parent Council executive to draft an annual budget and to perform the bookkeeping required by the parent council, such as depositing cheques, writing cheques and keeping track of the cash balances. The Treasurer provides a monthly financial report for presentation at the Parent Council meetings. The Treasurer is responsible for preparing the annual report for the Principal, Board and School Community, as well as a preliminary budget for the following year.
Tasks	<p>Working under the direction of the Chairperson(s) he/she</p> <ul style="list-style-type: none"> Be guided by the Board's fiscal policies; Must be available to answer emails from the Principal/Vice-

	<p>Principal, school council executive;</p> <ul style="list-style-type: none"> • Collect, count and deposit all money made through fundraising; • Pay all bills and invoices and balance the bank statement; • Be responsible for providing post-project revenue results to Council and to the Secretary; • Prepare monthly requisition statements to share with school council at meetings; • Prepare the annual report for the Principal, Board and school community; • Prepare a preliminary budget for the following year, to present at the last school council meeting of the year, with input from the Executive and the Principal; and • Support signing officer responsibilities: All financial transactions will require two (2) signing officers. <p>The following is a more detailed breakdown of activities:</p> <ul style="list-style-type: none"> • Banking – make all deposits, prepare, co-sign and distribute cheques (re-imbusement, vendors and school staff), conduct monthly reconciliation of bank account(s); • Accounting and Financial Reporting – All activities are done using QuickBooks. Reports include: monthly reconciliation report, monthly cash flow report, end or year report to PC, Beginning of year report to PC (at AGM), and annual reports to TDSB. Any ad-hoc reports requested by Council such as detailed breakdown of finances for a specific program (eg Garden Fete or other fundraiser). Maintenance of books and records including breakdown of where monies are spent and where revenues are generated; • Budgeting – work with Chairperson(s) to determine annual budget including fundraising expectations, expenditures for PC related activities and expenditures for school support; and • Works with parent council, teachers and office staff to develop donation poster which is shared with parent body at the end of the school year.
<p>Time Requirement</p>	<p>Time requirements – the Treasurer’s duties typically require 2-3 hours per week on average. Most weeks are lower than that, but preparation for the monthly PC meeting will typically require a greater amount of time. Banking and reporting relating to major events (Fall Fling, Garden Fete, AGM) will also require larger than average requirements. Available for</p>

	meetings at 9:00am and 7:00pm in alternate months.
Position	Elected
Experience	Ideally, 1 year years previous parent council experience
Number of Positions	1
Executive Committee	Yes

4. Secretary

Objective	The secretary is responsible for taking the minutes at the monthly meeting and finalizing these minutes, once approved by Council, for publishing on the Brown Parent Council website. This person keeps all records, documents and other property of Parent Council except those kept by the Treasurer.
Tasks	<ul style="list-style-type: none"> • Record minutes at the Council meetings and distribute these to Council Members within a reasonable time of meetings; • Send email copies of “Approved Minutes” to the executive and Principal after minutes are approved at meetings; • Prepare monthly action plans based on action agreed at school council meetings; • Follow up with individual members and persons required to take action, to ensure such action is taken; • Must be available to answer emails from the Principal/Vice-Principal, school council executive; • He/she shall arrange for an Executive Member to record minutes in his/her absence; and • Collaborate with the Executive and Council subcommittees to prepare newsletters or information releases;
Time Requirement	1-5 hours per week, available for meetings at 9:00am and 7:00pm in alternate months
Position	Elected
Experience	none
Number of Positions	1
Executive Committee	Yes

5. Voting Members

Role	The Voting Members will attend parent council meetings, participate in discussions regarding relevant issues and will vote with respect to issues for which a vote is necessary. Committee Chairs and those who participate in meetings regularly are strongly encouraged in this position, as these members will need to have good knowledge of how parent council works, as well as a good up to date knowledge of current issues.
------	--

Tasks	<ul style="list-style-type: none"> • Attend all parent council meetings when possible; • Communicate with other members of the executive to remain up to date with current issues in the school; • Serve on and contribute to the discussions of the school council that take place in meetings or online; • Provide input and a voice in school matters and discussions and will represent concerns brought forward by others; and • Must be available to answer emails from the Principal/Vice-Principal, school council executive;
Time Requirement	1-2 hours per week, available for meetings at 9:00am and 7:00pm in alternate months
Position	Elected
Experience	none
Number of Positions	2-7
Executive Committee	Yes

6. Kiss & Ride Co-ordinator

Role	The Kiss & Ride Co-ordinator manages the drop-off program that is run every weekday morning from 8:25-8:40 a.m. for children in grades 1-6.
Tasks	The co-ordinator is responsible for preparing the monthly schedule, recruiting and communicating with parent volunteers, and also for at least two kiss & ride duty mornings per month. Additionally, this position provides any necessary updates on morning traffic patterns at the back of the school to the Office and/or the Traffic Safety Committee.
Time Requirement	1.5 hours per month
Position	Nominated
Experience	Ideally previous kiss and ride committee volunteer
Number of Positions	1

7. Apparel Committee

Role	The Apparel Committee coordinates the planning, ordering, selling and inventory of Brown School clothing and items for the purpose of fundraising and promoting school spirit.
Tasks	<ul style="list-style-type: none"> • Designing Brown School clothing and accessory items • Coordinate artwork and logo design; • Strategize branding, pricing and product diversification ; • Plan quantities based on current inventory, demand and budget; • Procure competitive quotes from suppliers and review

	<p>mock-ups;</p> <ul style="list-style-type: none"> • Coordinate payment to supplier with Brown School Parent Council; • Sell clothing at Pop-up shops and school events (set-up, manage table, take down, inventory control); • Track sales and inventory of apparel; • Report to Parent Council all sales, costs and inventory counts; • Provide info to administration for Panther Press; • Work with Brown School on any team or school wide apparel orders; and • Future initiatives may include developing online ordering and distribution.
Time Requirement	1-10 hours per month, available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting
Position	Nominated
Experience	Preferably relevant background (purchasing/sales/finance)
Number of Positions	3

8. Technology Chair

Role	The technology chair communicates with parent council executive, the Principal and Vice Principal and the technology committee of teachers, to provide input and ideas re: technology requirements in the school and to feed-back any ideas and requests to Parent Council Executive
Tasks	<ul style="list-style-type: none"> • Attain a general understanding of the technology environment; • Attain a general understanding of the technology funding model (Board, school & PC); • Solicit feedback from staff, parents and students regarding state of technology; • Work with the school staff to help address technology concerns brought forward; • Make recommendation to PC on how best to use funds raised by PC; • Represent PC in technology discussions; and • Look for ways to improve the technology environment.
Time Requirement	Time commitment: 1 to 5 hours per month, available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting
Position	Nominated
Experience	Preferably technology background and/or knowledge

Number of Positions	1
---------------------	---

9. Kindergarten Rep

Role	The Kindergarten Rep helps make parents of kindergarten children feel welcome at the school. The Rep will help to organize a gathering each year for parents of new kindergarten students prior to commencement of school and will help to organize and will attend the New Parents Welcome Breakfast in September.
Tasks	<ul style="list-style-type: none"> • Respond to inquiries coming in from Brown website; • Enter periodic messages in Panther Press encouraging kindergarten parents to get involved; • Organize periodic gatherings to help kindergarten parents meet fellow parents; • Help to organize and attend Kindergarten Playdate in the summer; • Help to organize and attend New Parent Welcome Breakfast; • Answer any questions from parents; and • Provide feedback to Parent Council Executive.
Time Requirement	Time commitment: 1-5 hours per month, available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting
Position	Nominated
Experience	Should have child in JR or Sr Kindergarten
Number of Positions	1

10. Buddy System Chair

Role	The Buddy System is intended to partner a new family to the school (“rookie”) with a “veteran” family. Historically the program has only been offered to JK families however the intent is to extend it to all new families entering the Brown Community. The Chair will co-ordinate all contacts for the system.
Tasks	<ul style="list-style-type: none"> • Recruit “veteran” parents to partake in the program through the “Done-in-a-day” volunteer form or through networking; • Identify new parents to the school either through the office administration (Lily and Cathy) or through the JK Information Night; • Ensure permission has been obtained from the “rookie” families to participate in the program;

	<ul style="list-style-type: none"> • Provide “veteran families” with the contact information of their “rookie” family at the end of June; • Remind “buddies” to make contact over the summer months with their “rookie family”; and • Provide an FAQ to the “veteran” families to assist with questions new families might have entering the school.
Time Requirement	Time Commitment – Fluctuates. Busy months include Sept, May and June. Approx 1-5 hrs/wk during these months.
Position	Nominated
Experience	Ideally an active volunteer in Brown Parent Council
Number of Positions	1

11. Volunteer Coordinator

Role	The Volunteer Co-ordinator assists parent council in identifying volunteers for the various positions on parent council. The co-coordinator works with the council to disseminate this information to the parent body regarding volunteer opportunities.
Tasks	<ul style="list-style-type: none"> • Sending out the “Done-in-a-day” volunteer form that goes out the first week of school to the office. This form highlights a number of one off in nature volunteer possibilities; • Compile the responses and send names and contact information onto the appropriate Committee Chairs to then follow up; • Assist the teachers in identifying class parents. A form is provided to the teachers the first week of school to hand out to the parents in the classroom. If teachers are having trouble identifying a class parent then the co-coordinator helps assist the teacher; and • Create a master list of all class parents that can be used for the Committee Chairs and PC to disseminate information.
Time Requirement	Time Commitment – Fluctuates. Busy months include Sept, Oct, May and June. Approx 5-10 hours/wk during these months.
Position	Nominated
Experience	Ideally an active volunteer in Brown Parent Council
Number of Positions	1

12. QSP Committee

Role	To co-ordinate the QSP Fundraiser for the school in the fall term.
Tasks	<ul style="list-style-type: none"> • Meet with QSP representative and other volunteers to discuss the details of the campaign including timelines, prizes, communications; • Ensure that Vice Principal is aware of upcoming campaign and details; • Organize the date and speaker for the school assembly; • Assemble kits to be handed out to each student which includes a welcome letter; • Ensure each teacher receives a welcome letter and discount card; • Deliver the kits to each classroom; • Organize all of the prizes; • Assist with the preparation of communications – let parents know that QSP renewal time is coming up, prize announcement blast, send reminder blast, email letting them know that QSP is coming to a close, and thank you email with details of winners and amount the school earned; • Prepare announcement of the daily winners; • Collect forms and cash daily for paper orders and organize by class; • Tabulate results and update and communicate sales daily
Time Requirement	10 hours per month for the first few months of term, , available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting
Position	nominated
Experience	Ideally an active volunteer in Brown Parent Council
Number of Positions	2

13. World Changers

Role	The World Changers Committee at Brown Public School is focussed on Outreach. Our program addresses both local and global issues and our mandate is to raise awareness, educate and occasionally raise funds for various causes. We loosely follow the suggested “curriculum” for Free The Children but support other organizations and initiatives as well.
Tasks	<ul style="list-style-type: none"> • Map out an annual calendar of World Changer campaigns for the school year; • Meet weekly/bi-monthly with World Changers to review campaign, produce in house promotional materials, and

	<p>write announcements; students of all ages are invited to participate;</p> <ul style="list-style-type: none"> • Promote each campaign to teachers, student body and (where appropriate) parent community; • Support each campaign (collecting materials for food drive, dropping off food or warm clothing, counting funds, sorting donations); • Coordinate with organizations for drop-off and pick-up of goods; • Sort through and organize donations for Holiday Hamper initiative; • Report to Parent Council the status of each campaign, funds raised, etc.; and • Provide info to administration for Panther Press
Time Requirement	10 hours per month, , available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting
Position	nominated
Experience	Ideally an active volunteer in Brown Parent Council
Number of Positions	2

14. Traffic Safety

Role	Identify and address traffic and safety issues around the school and local community, which affects Brown families.
Tasks	<ul style="list-style-type: none"> • Identify issues effecting student safety around Brown School re: "the ability for students and parents to arrive and depart Brown Jr. Public School safely." <ul style="list-style-type: none"> a. crossing guard effectiveness, attendance, location b. traffic speed c. sidewalk width/splash guards d. local construction projects • Liaise with School Administration and Parent Council to develop strategies to be presented to relevant parties to effect positive change in our neighbourhood. This has included correspondence and community meetings with City of Toronto workers and our local Councillor, Brown School Administration and Parent Council, Toronto Police Services, TDSB, community members. <p>Examples of work currently being done by this committee and past projects include:</p> <ul style="list-style-type: none"> a. the establishment of the school speed zone on

	<p>Avenue Road, reducing the speed limit to 40 kph during school hours</p> <ol style="list-style-type: none"> b. purchase of the large format Slow Down Kids at Play signs for Poplar Plains Road c. working with the city to install splash guards on Avenue Road and other strategies to make Avenue Road safer for children to walk to school (pending) d. working with city to minimize disruption caused by local construction projects (i.e. Zigg Condos, watermain rehabilitation) e. communications in the Panther Press regarding safe drop zones f. working with Kiss and Ride g. proposing new parking regulations (pending) h. requesting red light cameras (pending) i. communicating to the parent community the work of the committee j. monitoring the effectiveness and attendance of crossing guards and reporting absences and substandard practices to Toronto Police Services <ul style="list-style-type: none"> • Ensure that all parties (school administration, municipal representatives and staff, TDSB, Brown Parent Council) are aware of the work of the committee, this involves including these parties in all correspondence chains, sending regular updates.
Time Requirement	15 hours per month - This committee is issue specific so the time commitment varies greatly. Some weeks can involve 5-10 hours of telephone calls, email, and meetings, but some weeks there is very little. Available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting
Position	Nominated
Experience	None – an interest and passion in the subject area
Number of Positions	1

15.Lunch/ Milk Program Coordinator

Role	This Chair co-ordinates the lunch and milk program for Brown students
Tasks	<ul style="list-style-type: none"> • Coordinate with TLM Catering throughout the school year; • Facilitate relationship between the office and the caterer; • Field parent emails;

	<ul style="list-style-type: none"> • Discuss menu options before each term; • Deposit our dividend cheque from TLM at each term; <p>September Milk Program:</p> <ul style="list-style-type: none"> • Send Milk Program Order Form to each family; • Process orders as they come in and field parent emails; • Deposit cheques and manage the bank account; • Set up spreadsheet for each class with the participants; • Laminate and distribute cards for each child participating; • Coordinate milk order with Mr. Dairy; and • Provide the office with a list of all the kids participating. <p>October to June:</p> <ul style="list-style-type: none"> • Track and amend milk order twice a week, depending on absences and field trips; • Manage any new orders or cancellations; • Pay Mr. Dairy monthly invoices; and • Consolidate account and report to the Chairs in June.
Time Requirement	10 hours per month
Position	Nominated
Experience	Ideally an active volunteer in Brown Parent Council
Number of Positions	1

16. Giving Tree

Role	Raising funds for school wide and classroom enrichment.
Tasks	<p>Fall Fling (October)</p> <ul style="list-style-type: none"> • Coordinate with the Principal & Vice-Principal to ascertain school wide needs; • Coordinate with teachers to ascertain specific classroom needs; • Assemble list and compose letter to be sent out to the entire parent community; • Track donations on a TDSB spreadsheet; and • Track specific parent donations on an allocation spreadsheet to be used by the office. <p>Fling (November)</p> <ul style="list-style-type: none"> • Set up a table at the Fling to promote the Giving Tree. <p>Post Fall Fling (December, January)</p> <ul style="list-style-type: none"> • Send out a communication reminding parents of the deadline for tax receipts; • Continue to manage donations until the deadline (usually around Dec. 15th);

	<ul style="list-style-type: none"> Finalize TDSB spreadsheet and prepare cheques and cash for delivery to the TDSB; Finalize allocation spreadsheet for the Principal; and Send thank you cards to each donor.
Time Requirement	5 hours per month
Position	nominated
Experience	Ideally, a number of years as a parent in the school and a wide network of parent friends and acquaintances.
Number of Positions	1

17. Fall Fling Chair

Role	Coordinating and running the school annual fall fling fundraiser and evening out for parents of the school.
Tasks	<ul style="list-style-type: none"> Secure venue; Coordinate food and beverage; Space planning; Organises volunteers for set up and tear down; <p>Oversees Fall Fling Committee;</p> <ul style="list-style-type: none"> Chair of Class Baskets Chair of Donations Chair of Ticket Sales Chair of Spirit Items Chair of Classroom Artwork Chair of Communications <p>Donation Responsibilities</p> <ul style="list-style-type: none"> Secure at least 15-20 donations for the silent auction; <p>Marketing Responsibilities</p> <ul style="list-style-type: none"> Creates cross media marketing strategy which includes, print, backpack mail, email, online and school announcement; Creates/approves communications; <p>Silent Auction Coordination</p> <ul style="list-style-type: none"> Oversees printing of bid sheets; Velum description sheets; <p>Event Accounting and Reconciliation</p> <ul style="list-style-type: none"> Oversees checkout; Counts money and provides a PnL spreadsheet to Parent Council;

	<ul style="list-style-type: none"> • Deposits cash funds and cheques into the Brown School Safe; • Reconciles the books and follows up with people who haven't paid for items. If people cannot take their items home, organizes pick up; and <p>Thank you notes</p> <ul style="list-style-type: none"> • Writes or delegates thank you cards for the donors, teachers, staff and volunteers.
Time Requirement	15 hours per month, available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting
Position	Nominated
Experience	Ideally previous member of fall fling committee, an active volunteer in Brown Parent Council; event co-ordination experience preferable
Number of Positions	1

18. Communications Team

Role	Communications chairs will assist with facilitating communications with and on behalf of Parent Council, the Principal, Vice-Principal, TDSB, Community Members, Parents and Students. The website administrator will assist with maintaining the website.
Tasks	<ul style="list-style-type: none"> • Send out emails using the web based email distributor Constant Contact. This includes: <ul style="list-style-type: none"> a) keeping track that our subscription is paid for and up to date. Approx \$50 a month. Need to expense and give to treasurer for reimbursement; b) intermediate web and word processing skills, including: Blogger, Constant Contact, Microsoft Word, creating PDF and PNG files; c) formatting the Panther Press, proof-reading and working with other team members; d) being available to send out mid week notices, often on little notice; e) ensuring that there is a back-up person in place if you are unavailable. (i.e. vacation); f) liaising with school administration to ensure that all requested emails are approved by the office; g) liaising with other parent council committees to develop marketing and publication strategies (i.e. Fall Fling, Eco

	<p>Club, Garden Fete);</p> <ul style="list-style-type: none"> h) liaising with teachers to ensure that important dates and events are represented (i.e. sports, World Changers); i) the ability to write clearly and concisely as you are often the person writing the email notices; j) migrating the Panther Press into Blogger weekly to maintain the communications Archive; <ul style="list-style-type: none"> • Design and coordinate large format communication - such as posters for distribution around school - time commitment: variable, depends on the project; • Maintain the database of email addresses and ensure that the signup information is distributed by administration and class parents in September, this includes photocopying and collating the information sheets for each class; - time commitment: September only, 5-7 hours <p>Maintaining the website, This includes:</p> <ul style="list-style-type: none"> a) ability to use a WordPress CMS platform. No HTML knowledge required, but is helpful for certain formatting. Occasional software updates needed / resolution of plug in conflicts. Technical coding assistance may be hired if needed; b) keeping track that our domain is renewed and paid for through webcentre.ca and our hosting account is renewed and paid for though Bluehost.com. Approx. \$ 150 a year. Need to expense and give to treasure for reimbursement; c) updating Calendar of Events, i.e.: posting Parent Council meetings, concert dates, PA days etc.; d) updating the News Posts on the homepage with special announcement from the office; e) liaising with parent council teams to update major event pages on the site, namely Fall Fling, Garden Fete and After School programs; and f) updating of pages involve uploading of images, assuring approval of text from office first, formatting of content.
Time Requirement	Total commitment time is between 2 and 7 hours per week, dependent on the week, available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting

Position	Nominated
Experience	Technology background necessary. Ideally an active volunteer in Brown Parent Council, available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting.
Number of Positions	4

19. Speaker Series

Role	Brown School Parent Council offers a Parent Speaker Series to enhance parent engagement in their children's learning. The Chair of the Parent Speaker Series coordinates the Speaker Series.
Tasks	<ul style="list-style-type: none"> • Receive, review and generate ideas for speakers and speaker topics that would be of interest to the parent community at Brown; • Prepare surveys that we conduct at the conclusion of each event that both reviews the Speaker and topic for the evening and asks parents to provide additional subjects of interest to them; • Research and approach potential speakers, ideally in the fall or early spring; • Report to the Parent Council on some proposed speakers and dates. Care should be taken not to commit to any speaker or topic before both are discussed at Parent Council and with the Principal or Vice Principal since speakers should generally align with the policies of the Ministry of Education and Toronto District School Board; • Schedule speakers; • Once Speakers have been scheduled, coordinate with other members of the Parent Council and the school staff to market the event at our school (e.g. email blasts, take-home flyers and Panther Press) and within the broader community, e.g. neighbourhood schools; • Liaise with the school administration for set-up of the evening; • At the Speaker event, introduce the speaker, moderate as required and request that surveys are completed at the conclusion. <p>• We have been fortunate in the last few years to have received funding for the Speaker Series through the "Parents Reaching Out Grants for School Councils" program. Application for this funding must be submitted in the spring</p>

	<p>(completed for May 29, 2016 deadline for 2016/17 school year).</p> <ul style="list-style-type: none"> A report must be filed by mid-July to provide information on previous school year's activities. The program is more fully described on a website - http://www.edu.gov.on.ca/eng/parents/reaching.html. The grant is for \$1,000 per year, and it is at the discretion of the Parent Council as to how the funds are spent each year with some guidelines and restrictions that are clearly explained on the website. For example, in the past, we have combined more expensive speakers with free speakers. <p>Please note that precedents of applications and reports as well as marketing materials, surveys and set-up instructions are available from previous years.</p>
Time Requirement	5 hours per month
Position	Nominated
Experience	Ideally an active volunteer in Brown Parent Council, available for meetings at 9:00am and 7:00pm in alternate months or at least to provide update prior to meeting
Number of Positions	1

20. Facilities Improvement

Role	The facility improvement committee at Brown Public School will be focused on advocating improving the facility in line with and supporting other initiatives by the Parent Council that support the vision and goals of the Parent Council.
Tasks	<p>The 'facility' refers to the property in its entirety, including both the building itself, as well as the outdoor property. Facility improvements would touch on anything related to the property, including safety.</p> <p>Examples of work this committee would address include:</p> <ul style="list-style-type: none"> Pool issues; Investigating the feasibility for building or playground upgrades; Usage of tennis courts; Supporting agendas like more outdoor time, resulting in the procurement of additional sports equipment, an outdoor classroom, or more picnic tables; Road- to -school boundary/playground safety; Supporting the maintenance group;

	<ul style="list-style-type: none"> • Garden planning; and • Curb appeal <p>The role requires presenting ideas to Parent Council and school administration for consideration. If ideas are approved, liaising with School Administration, Parent Council, the TDSB to develop plans to optimize the usage of the property space to benefit the children.</p>
Time Requirement	The number of hours for the role is yet undefined as it is a newly proposed role.
Position	Nominated
Experience	None – an interest and passion in the subject area
Number of Positions	1

21. Eco Committee

Role	The role of the eco-committee is to support Brown Jr. PS in their bid to gain TDSB Eco Schools certification. This year the Eco-Committee Chair will support Brown as they go for Gold Certification.
Tasks	<ul style="list-style-type: none"> • Regularly attends parent council meetings and events; • Supports meetings and events with eco practices and suggestions such as energy conservation, recycling initiatives etc.; • Supports the current edible garden initiative with volunteer support and communications support as required; • Proactively communicates with the parent body about school eco initiatives and tips for parents interested in supporting their children’s environmental education; • Endeavours to develop an Eco Committee with parents from the community to share their views and help to create a more robust eco-schools presence; • Supports the Eco-teachers and their curriculum through initiatives: <ul style="list-style-type: none"> ○ Yard pick-up aka Trash Tuesdays; ○ Walk to school Wednesdays ; ○ Litterless Lunches – works with apparel to find lunch containers that can be sold to support this initiative, educating new parents ; ○ Healthy Eating – working with Lunch Mom to ensure minimal waste and review menu. • Garden Fete Support (Fun Fair as per TDSB Eco Schools mandate)

	<ul style="list-style-type: none"> ○ Arrange for compostable cups, plates, cutlery for Garden fete; ○ Arrange for compost bins to be brought to Garden Fete; ○ Create Eco Stations with a teaching focus on waste collection and work this station with Eco Committee and other environmentally interested parents, demonstrating how garbage is to be treated; ○ Work with Garden Fete committee to make environmentally conscious decisions for games, food, décor; and ● Supports Brown with other Eco friendly initiatives as asked and as able.
Time Requirement	12-14 hours per month (40 hours per month during Garden Fete)
Position	Nominated
Experience	None – an interest and passion in the subject area
Number of Positions	1

22. Teacher/Parent Appreciation

Role	Assisting with a number of events and initiatives to make parents feel welcome and both parents and teachers appreciated.
Tasks	<ul style="list-style-type: none"> ● New Parent Breakfast (Early Sept, typically precedes Parent Council AGM); ● Curriculum Night and Interview Night dinners (Managing); ● Teacher Appreciation lunches/coffees (Managing); ● Winter and Spring Concert Refreshments Table (Coordinating baking donations); ● Grade 6 Graduation Refreshments Table (Coordinating baking/other donations and volunteers); ● End of Year Teacher Appreciation Party (Hosting and managing retiring teacher gifts) <p>Developing strong relationships with the school executive, teachers, and support staff will be critical to success in the role, as well as availability to manage and host events during school hours. Working closely with the Parent Council leads on other school events (Fall Fling, Garden Fete ,etc.) will also be key in</p>

	determining which other events will need support.
Time Requirement	5 hours per month
Position	Nominated
Experience	None – an interest and passion in the subject area
Number of Positions	1

23. Garden Fete Chair

Role	Coordinating and running the school annual spring fete for school students, parents and members of the community.
Tasks	<ul style="list-style-type: none"> • Secure date; • Coordinate and secure facilities for the event, such as stage, inflatables, games, tables, tents and water table; • Coordinate food and beverage; • Space planning; • Host regular meetings with committee to discuss status and tasks; • Organises volunteers for set up and tear down; • Assists committee to secure donations/sponsors; • Creates cross media marketing strategy which includes, print, backpack mail, email, online and school announcement; • Creates/approves communications; • Counts money with members of executive and provides a PnL spreadsheet to Parent Council; and • Deposits cash funds and cheques into the Brown School Safe;
Time Requirement	Varies. Facility organization commences in approximately December with one to two hours of work. From January regular meetings (one to 4 hours per month). From April weekly meetings and organization is approximately 4-5 hours per week.
Position	Nominated
Experience	Ideally previous Garden Fete committee member, an active volunteer in Brown Parent Council; event co-ordination experience preferable
Number of Positions	2

24. Fundraising Chair

Role	<p>The fundraising chair is responsible for communicating with Committee Chairs, overseeing and coordinating all fundraising activities across the school.</p> <ul style="list-style-type: none"> • Giving Tree; • Fall Fling;
------	--

	<ul style="list-style-type: none"> • QSP; • Garden Fete; and • Any other fundraising needs required for the school.
Tasks	<ul style="list-style-type: none"> • Chair meetings for Parent Council fundraising Committee; • Manage fundraising activities groups and review each groups yearly proposals; • Ensure that fundraising efforts are consistent with Parent council objectives; • Create Communications to parents regarding upcoming fundraising activities; • Communicate information regarding how donations are used to support the school; • Work with other TDSB schools to identify best practices and other ideas; • Identify future fundraising opportunities; • Identify and work towards capital campaigns; and
Time Requirement	3-5 hours per month
Position	nominated
Experience	Ideally previous experience on Fundraising committees of parent council
Number of Positions	1

25.After 4 Programme

Role	Coordinating lunch time and after four activities
Tasks	<ul style="list-style-type: none"> • Communicate with school administration to establish facility and scheduling availability; • Consider organizations offering services; • Communicate with school administration and parent council to consider appropriate service providers and programs; • Co-ordinate scheduling of activities; • Market activities to students and parents; and • Coordinate payment for services and receipt of payments from parents where necessary
Time Requirement	5 hours per month
Position	Nominated
Experience	None – an interest and passion in the subject area
Number of Positions	1

26.Parent Engagement/Representative

Role	The role of this representative is to utilize various methods of
------	--

	communication, to ensure that all parents feel included in the parent council and welcome to attend and share ideas.
Tasks	<ul style="list-style-type: none"> • Frequent the playground as much as possible before and after school in order to be visible to the parent body; • Identify themselves to parents on the playground; • Communicate with parents on the playground re questions they have, issues and ideas they would like to share; • Foster a climate of respect and trust; • Ensure that any parent with an idea/concern has an opportunity to express this fully; • Encourage the parent with an idea/concern to address it at the level and to the person to which it is related; • Receive emails from parents regarding questions and issues about the school; • Update communications committee re any ideas/concerns which need to be communicated to parents; and • Positive communication about Parent Council and what we do and how we can help.
Time Requirement	Varies – preferable that this person is available on the playground to communicate with parents before and after school
Position	Nominated
Experience	None – an interest and passion in the subject area
Number of Positions	1

27. Community Garden

Role	Coordination, upkeep and maintenance of community garden.
Tasks	<ul style="list-style-type: none"> • Work with eco-committee re community garden; • Secure volunteers to assist with upkeep of community garden; • Secure families to assist with upkeep of garden during holidays; and • Co-ordinate with providers who are prepared to donate towards community garden
Time Requirement	5 hours per month
Position	Nominated
Experience	None – an interest and passion in the subject area
Number of Positions	1