

Second Street Community Council Purpose and Roles

The purposes of the Second Street Community Council will be to:

- a. assist the school staff in the pursuit of quality education;
- b. foster communication between parents and school;
- c. work for physical, cultural, educational, and recreational improvement within a diverse community;
- d. provide opportunities for all people residing, working or having an interest in the area bordered by Newcombe on the west, 6th Street on the east, 10th Avenue on the south, and on the north by Robert Burnaby Park;
- e. develop and sustain a feeling of community spirit and to utilize the school and neighbourhood facilities for fostering this spirit;
- f. serve as a sponsoring body for community and school activities, events, and programs; and
- g. facilitate coordination and cooperation among agencies and organizations in the delivery of community services.

Council Executive Positions

Role	General Duties
Past Chairperson - not elected	<ul style="list-style-type: none">- Provide insights from previous year(s)- Help facilitate discussions at monthly Parent & Neighbour Council meetings
Chairperson - elected	<ul style="list-style-type: none">- Coordinate and chair monthly Parent & Neighbour Council meetings- Coordinate and chair monthly executive meetings- Ensure material needed for discussion on agenda topics is prepared- Approve meeting minutes- Coordinate Council communication and prepare letters on behalf of Council- Co-sign cheques from Council accounts- Attend regular District Advisory Committee (DAC) meetings (or delegate)
Vice-Chairperson - elected	<ul style="list-style-type: none">- Support Chairperson with their role and step in when they are absent- Ensure previous month's actions are carried out
Treasurer - elected	<ul style="list-style-type: none">- Maintain transaction summary for both Council bank accounts and prepares monthly financial summaries- Execute bank deposits and disburses funds from the council accounts- Prepare material for budget discussion and approval- Prepare grant application & required reporting

Recording Secretary - elected	<ul style="list-style-type: none"> - Attend executive meeting (monthly) and prepare monthly Parent & Neighbour Council meeting agenda based on executive input - Circulate attendance sheets during Parent & Neighbour Council meetings - Write meeting summary for executive and monthly Parent & Neighbour Council meetings - Print and post Parent & Neighbour Council meetings minutes on Council bulletin board - Maintain a Council binder in the Community Room
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Additional Council Positions

These positions are important to the Council but not critical that they are filled. Council will recruit members into these roles at the AGM, however, they are not elected positions.

Attendance at executive meetings is optional. However, they will be in regular contact with the Chairperson so that any relevant discussion and decisions are communicated.

Role	General Duties
Social Convener	<ul style="list-style-type: none"> - Purchase gifts and send cards for milestone events for staff and important community members - Provide update at monthly Parent & Neighbour Council meetings - Ensure that logistics are arranged for council and executive meetings including location and refreshments
DPAC Representative	<ul style="list-style-type: none"> - Attend District Parent Advisory Committee meetings - Provide update at monthly Parent & Neighbour Council meetings
Communications Coordinator	<ul style="list-style-type: none"> - Oversee content on website and other school publications (newsletter, emails, The Signal) to ensure consistent and up to date - Establish a communication network for parents & community members to connect to Council and provide input - Monitor Council email account
Fundraising Coordinator	<ul style="list-style-type: none"> - Make annual fundraising plan and communicate to council executive and school administration for approval - Review fundraising suggestions and proposals from parents, community members, and advertisements - Support those leading each fundraiser with resources and insight - Prepare Popcorn Day schedule at the start of the year and ensure tasks related to popcorn sales are covered by volunteers (supplies, communication, sale days, etc.) - Provides update at monthly Parent & Neighbour Council meetings