

**Parent Council Organizations**

| **The purpose of the PCO**  Community Building – To rebuild the village it takes by bringing families together to support one another making sure our children receive an equitable and quality education in which prepares our children for post-graduation whether that is college, a trade, or employment. | |
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| **PCO Roles** | |
| **Chair:** | * Official Spokesperson for the parent council * Connection between Administration and PCO * To keep PCO informed of all-important matters in the school that impact our children * Work with the PCO members to complete tasks or delegate to members and make sure tasks are completed * Work collaboratively with the PCO members to fill PCO vacancies |
| **Secretary:** | * Create agenda for PCO meetings * Keep meeting minutes of the PCO meetings and send them to the team in timely manner * Organize and maintain all important files for the team * Work collaboratively with the PCO members to assist when necessary |
| **Treasurer:** | * Manage any money that was raised during fund-raising events * Determine or manage the bank in which the money will be secured * Keep a tracking system of the account receipts for all transactions, deposits and withdrawals * Work with PCO members to coordinate fundraising events throughout the year to bring families together while increasing funds for future events * If possible, secure new potential sponsors and income * Prepare financial statements or print out bank statement and share with PCO on a monthly basis |
| **Communications Coordinator:** | * Share important news, meetings, and events with families through email, Facebook private group, and texts * Answer general questions from families or direct them to the right person * Work with PCO members on fund-raising events * Work with PCO members to discuss and approve communications before they’re sent to families * Welcome new families to the school and help them get acclimated |
| **Bonus Volunteers that work closely with PCO: PALS** | |
| **Parent at Large   (PAL):** | * Maintain a professional relationship with parents to act as a liaison between them and PCO, to advocate on their behalf * Gathers information, concerns, news, or other events from parents that may be important or relevant for the PCO to address or share with all parents * Attend PCO meetings when necessary to share news or other matters |
| **Pupil at Large  (PAL):** | * Maintain a professional relationship with students to act as a liaison between them and PCO, to advocate on behalf of the student body * Listen out for concerns, news, or other events from students that may be important and/or relevant for the PCO to address or share with all parents |

