

**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
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| **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
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| **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
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| **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
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| **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
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| **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
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