

# 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.

## 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

FOR DETAILS, VISIT [WWW.CPLANMA.ORG](http://WWW.CPLANMA.ORG)

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