

# Katarokwi Learning Centre

September 2024



## School Advisory Council

We are excited to invite all parent/guardians to participate in the School Advisory Council for Katarokwi Learning Centre (Elementary and Secondary). If your child is attending programs at Katarokwi Learning Centre, you are welcome to attend our School Advisory Council meetings.

The first School Council Meeting of the 2024–2025 school year will be held on

**MONDAY, SEPTEMBER 30TH**  
**AT 6:00PM**

Parent/Guardians can join us in person at 164 Van Order Dr or virtually using this link:

<https://tinyurl.com/KLCSeptSAC>

At the first meeting, we begin with elections for Executive Positions. Please use the link below to submit nominations for the election positions. You can nominate yourself or someone else for a position as long as they are the parent/guardian of a current Katarokwi Learning Centre student. If you are nominating someone else, please ensure they have agreed to the nomination. Nominees must be present at the meeting (in person or virtually). Nominations are due by 11am on Friday, September 27.

[Nomination Form](#)

### Positions for election are:

#### Chair

- Represents, works with and provides support to all of the school community. This person works closely with the school admin, school staff and parents to enrich the education of all students.
- Preside over monthly council meetings, set agendas and schedule meetings (in consultation with Admin).
- The chair promotes discussion amongst council members and the community, receives and reports on correspondence sent and received by council.
- Acts as coordinator between the school board and council. Receives documentation from board and keeps council advised of board decisions, activities etc.
- Supports programs, initiatives and activities led by other council members.

#### Vice Chair/Co-Chair:

- Presides at meetings in the absence of the chair
- Responsible for overseeing all sponsored events and programs.

#### Treasurer:

- Works with the council and coordinators in developing an operating budget, keeps a full and accurate account of receipts and expenditures and serves as the liaison with the Board of Education.
- Additional responsibilities include depositing/dispersing funds on behalf of the council, the preparation of monthly financial statements, and the preparation & filing of all necessary financial reports.

#### Secretary

- Attends scheduled council meetings, records, maintains and distributes minutes of meetings, keeps non-financial records of council.

#### Indigenous Representative

- This is a newer position with the SAC and will evolve and grow organically

#### Member at Large

- Attends meetings and participates in many aspects of council activities, as prescribed by council. Voting member.