

# SCHOOL COMMUNITY COUNCIL ROLES AND RESPONSIBILITIES

STRATEGIC PRIORITY

EFFECTIVE POLICY AND PROCEDURE

ENGAGEMENT OF ALL STUDENTS, FAMILIES, AND COMMUNITIES

## Information for the Board - 10 Fast Facts



**1. SCC Mandate:** The mandate of the SCC is for members to support improved student learning and the well-being of students in their school. SCCs help to encourage parents and community members to engage in both the learning success and wellness of the students in their community.



8. In addition to the nine responsibilities of SCC members, there are three other areas that councils “may” choose to pursue. These include providing suggestions:

- to the Board on policies, programs, and educational service delivery,
- to the school staff regarding school programs, and
- to other organizations, agencies, and levels of government on student needs related to student learning and well-being.

2. The membership of the SCC includes both elected and appointed members. The members fall into four main categories: (1) representative members (5 to 9 elected members), (2) secondary student representative members (1 or 2 high school students), (3) First Nations representative members, and (4) permanent members (principal and teacher). Note: Additional members can be appointed if needed to represent the diversity of the school community and to encourage community engagement.



### 9. Code of Conduct

- There is an expectation as a member of the SCC to conduct yourself in a certain manner. The SCC Code of Conduct addresses this expectation.
  - Discussions - The council is not a forum to discuss any student, parent, teacher, school personnel, or community member.
  - Confidentiality - If you are approached as a council member by a parent or community member, the discussion should be treated with discretion and the people involved should be kept confidential.
  - Conduct - SCC members must adhere to the following:
    - Honour the role of the SCC.
    - Be guided by the overall vision and purpose of the SCC.
    - Perform duties with honesty and integrity.
    - Endeavour to be familiar with the vision, mission and shared values of the school division and perform duties accordingly.
    - Endeavour to become familiar with administrative procedures of the school division.
    - Work to ensure that the well-being of students is of primary focus in all decisions.
    - Respect the rights of all individuals.
    - Encourage a positive atmosphere where individual contributions are valued.
    - Contribute to consensus building.
    - Encourage and support parents and students with individual concerns to act on their own behalf and provide information on processes for addressing concerns.
    - Work to ensure that issues are resolved through due process.
    - Strive to be informed and only share information that is reliable and correct.
    - Respect all confidential information.
    - Declare any conflict of interest.
    - Support public education.

**3. Role of the SCC Chair:** oversees council operations, conducts council meetings, ensures all members have input into discussions and decisions, acts as a spokesperson for the council, and prepares the council meeting agendas in consultation with other council members.



**4. Role of the SCC Vice-Chair:** supports council chair, performs responsibilities assigned by council chair, intends to stand for chair when current chair term expires, and conducts council meetings in the absence of the council chair.

**5. Role of the SCC Secretary:** records and prepares council meeting minutes, receives and sends correspondence on behalf of the council, takes charge of the official records of council, and ensures that appropriate notice is given for all council meetings.



**6. Role of the SCC Treasurer:** manages the council finances.

### 7. Responsibility of the SCC Members

- Understand Students
- Become Knowledgeable of Supports
- Encourage Participation
- Provide Feedback to Board
- Develop Action Plans
- Make Recommendations
- Communicate Plans, Initiatives, and Outcomes
- Communicate Expenditures
- Participate in Networking and Learning Opportunities



10. **GSSD's website** provides links to all SCC Training Materials Related to Roles and Responsibilities

[gssd.ca](http://gssd.ca)

