

Role Description for Hillcrest Community School Council & Committees

Executive Committee:

- Chair: oversees and coordinates all aspects of the running of School Council (SC) and is responsible for the annual End of Year Report.
- Past Chair: counsels current chairs as to the running of the SC.
- Co-Chair: works closely with the Chair to manage the affairs of council.
- Secretary: records minutes of SC meetings and ensures their timely distribution.
- Treasurer: accounts for all funds movement, leads the Budget Committee and updates SC on the budget.

General Council:

- Pool rep: liaises with the City to ensure the running of our pool.
- Communication rep: oversees school website and newsletters.
- Kindergarten rep: updates SC as to the needs and developments of the Kindergarten students and parents/guardians.
- Community rep: A member of the local community is invited to participate to provide additional perspective.
- Members at large: Any parent/guardian is welcome to participate with SC, and any who commit to attending 80% of meetings is eligible to vote as a member at large.

School Council Committees:

There are a number of committees, which meet informally outside of the general meetings to focus on specific topics within the school. Each of these requires a chair in addition to general members. The chair is responsible for reporting back to general council. If you are interested in participating in any fashion please let us know.

Council Sub-Committees:

- Safe School Committee: this committee undertakes efforts to provide education or opportunities that will increase the children's safety in all domains, including mental, physical and emotional spheres. The Principal is responsible to lead this Committee.
- Fundraising Committee: This committee undertakes efforts to raise money, which is used for the benefit of the children, and the school within the guidelines set out in the TDSB Fundraising Policy.
- FunFest Committee: This committee is responsible for organizing, planning and executing the Fun Fest. The Chair must work closely with the Fundraising Committee and keep student council informed of their activities. There are numerous teams and opportunities to volunteer within the FunFest Committee.
- Grade Six Committee: This committee includes the Grade 6 teachers and parents, and is responsible for organizing and coordinating activities, which may include but is not limited to the graduation ceremony, party, and any necessary fundraising activities. This Chair must work closely with the Fundraising Chair and keep student council informed of their activities.

- Kindergarten Committee: This committee includes parents and teachers of the kindergarten classes and is responsible for organizing the Kindergarten Play Day and help determine ongoing and emergent needs of kindergarten classes.
- Nutrition/Lunch Committee: This committee is responsible for organizing hot lunch programs for the benefit of the students and coordinating the pizza lunches and or any extracurricular programs at lunchtime.
- Global Diversity/Equality Committee: This committee is responsible for scanning and staying abreast of the changing needs of our community in regards to but not limited to: issues of equality, gender, race, religion, immigration, learning styles, special needs and economic diversity.
- Technology Committee: This committee is responsible to provide direction and oversight in regards to the implementation of new technologies within the school. Led by the Principal and guided by best practices from the TDSB, the Technology Committee determines the best approach for purchasing, training staff and rolling out technology within the school.
- New Initiatives Committee: This is an ad hoc committee made up of the Principal, teachers and parents. It develops policies and procedures specific for Hillcrest Community School, resulting from issues arising from the School Improvement Plan, Safe Schools Act and any other policies introduced through the Board.