

**SUMMIT HEIGHTS PARENT COUNCIL**

**2022/23 PARENT MEMBER VOTING POSITIONS**

**Note that positions are typically shared by two people, while maintaining one vote on Council. With the exception of Vice-Chair and Co-Chair, positions are for two-year terms.**

*Vice-Chair – 1 individual will be elected each year (OPEN POSITION)*

The Vice-Chairperson of the School Council will:

- Assist the Co-Chairs in their duties, learning the role, and preparing to take it on in the following year

*Treasurer – 1 individual will be elected every 2 years for a 2-year term (1 OPEN POSITION)*

The Treasurer of the School Council Will:

- Be responsible for the care and custody of funds, financial records and financial reporting

*Secretary – 1 individual will be elected every year for a 2-year term (1 OPEN POSITION)*

The two Secretaries share a vote and will:

- Record the minutes of all meetings, and distribute the minutes as required

*Technology Advisor– 1 individual will be elected every year for a 2-year term (1 OPEN POSITION)*

The two Technology Advisors share a vote and will:

- Support/Administer the Summit Heights Public School website and other systems as needed

*Kindergarten Rep– 1 individual will be elected every year for a 2-year term (1 OPEN POSITION)*

The two Kindergarten Reps share a vote and will:

- Plan/execute activities and advocate at Council for the JK/SK classes and students

*Primary School (Grades 1 – 3) Rep– 1 individual will be elected every year for a 2-year term (2 OPEN POSITIONS)*

The two Primary School Reps share a vote and will:

- Plan/execute activities and advocate at Council for the Grade 1-3 classes and students

*Junior School Rep (Grades 4 – 6) – 1 individual will be elected every year for a 2-year term (2 OPEN POSITIONS)*

The two Junior School Reps share a vote and will:

- Plan/execute activities and advocate at Council for the Grade 4-6 classes and students

*Middle School Rep (Grades 7 – 8) – 1 individual will be elected every year for a 2-year term (2 OPEN POSITIONS)*

The two Middle School Reps share a vote and will:

- Plan/execute activities and advocate at Council for the Grade 7-8 classes and students

*Gifted School Rep– 1 individual will be elected every year for a 2-year term (1 OPEN POSITION)*

The two Gifted School Reps share a vote and will:

- Plan/execute activities and advocate at Council for the Gifted classes and students

*Fundraising Coordinator*– 1 individual will be elected every year for a 2-year term (2 OPEN POSITIONS)

The two Fundraising Coordinators share a vote and will:

- Prepare and execute activities to raise money for various purposes, including curriculum enhancement and special projects as the needs arise.

*Yearbook Editor*– 1 individual will be elected every year for a 2-year term (POSITIONS FILLED)

The two Yearbook Editors share a vote and will:

- Coordinate the production and sale of the annual Summit Says Yearbook.

*Safety Committee Liaison*– 1 individual will be elected every year for a 2-year term (POSITION tbd THIS YEAR)

The two Safety Committee Liaisons share a vote and will:

- Coordinate with the school Safety Committee and plan/execute programs to enhance and ensure student safety.

*Social Coordinator* – 1 individual will be elected every year for a 2-year term (1 OPEN POSITION)

The two Social Coordinators share a vote and will:

- Plan and coordinate various social activities for the SHPS community, such as BBQs and Trivia Nights

*Parent Engagement Coordinator* - 1 individual will be elected every year for a 2-year term (1 OPEN POSITION)

The two Parent Engagement Coordinators share a vote and will:

- Plan and coordinate events and activities to connect parents with Summit Heights

*External Liaison* – 1 individual will be elected every year for a 2-year term (POSITION FILLED)

The two External Liaisons share a vote and will:

- Advocate for SHPS with the Local Trustee and TDSB where required, reporting back to the Chair, Principal and Council

*Program Coordinator* – 1 individual will be elected every year for a 2-year term (1 OPEN POSITION)

The two Program Coordinators share a vote and will:

- Be responsible for organizing all extra-curricular programs offered at the school during lunch hour or after-school

*Special Lunches Coordinator* – 1 individual will be elected every year for a 2-year term (1 OPEN POSITION)

The two Special Lunches Coordinators share a vote and will:

- Oversee the organization of special lunches, including the Pizza Lunch