

Module 1 – Roles and Responsibilities of SCC Members

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.

SCC Membership

The membership of the SCC includes both elected and appointed members. The members fall into four main categories:

- representative members (5 to 9 elected members),
- secondary student representative members (1 or 2 high school students),
- First Nations representative members, and
- permanent members (principal and teacher).

Additional members can be appointed if needed to represent the diversity of the school community and to encourage community engagement.

Additional members may include:

- a Chamber of Commerce representative,
- a local businessperson,
- Aboriginal representation (in addition to First Nations representation),
- a member of a visible minority,
- a community organization representative,
- a representative from the town or RM council,
- a member of the clergy,
- a senior citizen's representative,
- a representative from a recreation board,
- a community advocate who is not a parent,
- service providers, or
- a member of another unrepresented group.

Roles of Members

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.

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.

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.

Treasurer

- manages the council finances.

Responsibilities of SCC Members

The primary responsibilities of SCC members are:

- 1. Understand Students** – Members need to understand the economic, social, and health conditions of both the school and the community and how these impact student learning and well-being.
- 2. Become Knowledgeable of Supports** – The school and the community offer resources that can help students with their academic achievement and well-being. SCC members should know about the supports that can be offered to students, families, and community members.
- 3. Encourage Participation** – SCC members are responsible for encouraging parents and community members to get involved with the education and well-being of students in their school. For example, parents and community members can be encouraged to:
 - attend open houses,
 - volunteer, and
 - share their gifts and talents.
- 4. Provide Feedback to Board** – The SCC provides feedback to the Board about their strategic plan. It is important for members to be aware of the division's plan to improve student learning.
- 5. Develop Action Plans** – The SCC is responsible for developing an action plan to improve student learning based on both the division's strategic plan and the school's learning plan.
- 6. Make Recommendations** – SCC members make recommendations about the division's strategic plan for the Board to consider.

7. **Communicate Plans, Initiatives, and Outcomes** – It is the responsibility of the SCC to communicate plans, initiatives, and outcomes to parents and the community.
8. **Communicate Expenditures** – The SCC needs to provide parents and community members with details of their expenditures. Each time the SCC meets, the treasurer reports on how the funds of the SCC are being used.
9. **Participate in Networking and Learning Opportunities** - The Board and different provincial organizations may provide learning opportunities that involve the training and development of SCC members. The attendance and participation at these events allow SCC members to meet and network with members from other communities.

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.

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.

1. **Discussions** - The council is not a forum to discuss any student, parent, teacher, school personnel, or community member.
2. **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.
3. **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.

.... con.

Code of Conduct (con.)

- 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.