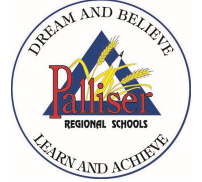




CALGARY ISLAMIC SCHOOL



ROLES OF THE EXECUTIVE:

The Executives of the School Council will be comprised of the Chair, Vice-Chair, Secretary and Treasurer (if required).

1) THE CHAIR:

The Chair facilitates school council meetings, prepares agendas, acts as a spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Alberta Schools Councils' representative. The chair ensures the school board receives an annual report from school council.

2) THE VICE-CHAIR:

The vice-chair assists the chair with duties as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility, in consultation with school council, for communicating with the fundraising society.

3) THE SECRETARY:

The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all materials relating to the School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the school.

4) THE TREASURER (if required):

The treasurer keeps financial transactions of the school council, reports to the school council and complies with school council and school board policies.

DUTIES OF THE AJ SCHOOL COUNCIL:

- a) Maintain a school-wide perspective on issues.

b) Regularly attend and participate in School Council meetings and events. (Meetings are usually held once a month).

c) Participate in School Council programs and initiatives.

d) Serve as a liaison between the parents, school administration, and the community.

e) Encourage the participation of parents, students and other community volunteers within the school community.

f) Collaborate with the Student Council towards improving student achievements and overall experience.

g) Dedicate a certain amount of time to the School Council and its initiatives.

Jazakum'Allahu Khair,

AJ - School Council