

Alexander Ferguson Elementary School Council (AFESC) Positions

The School Council is a group of parents and administration members who work together to effectively support and enhance student learning. The Council is responsible for planning and carrying out School wide community events and initiatives that contribute to the wellbeing of the school community.

Chair

- The Chair is the connection between the school and the parent community.
- Set agenda for and Chair 8 council meetings.
- Attending all AFESS Board Meetings.
- Meet with school administration regularly.
- Provide guidance for other Council positions and fill them as needed.
- Meet with relevant groups outside the school to further the interests of the parent community and to advocate for the school's interests.

Time required: approximately 5 hours every month during the school year.

Vice Chair

- Fulfill the role of Chair in their absence.
- Attending 8 Council meetings per year.
- Provide support for the Chair and other council positions as needed.

Time required: approximately 2 hours per council meeting during the school year.

Secretary

- Attending 8 Council meetings per year.
- Responsible for taking and publishing the minutes for all Council meetings.

Time required: approximately 3 hours per council meeting during the school year.

Event Coordinator (Vacant)

- Coordinate fun events for the school community including dances, stampede BBQ, etc.
- Coordinate volunteers for events
- Coordinate event planning and communication with school administration.

Time required: The time commitment for this role can vary greatly depending on the number of events and the level of volunteer support available.

Teacher Potluck Coordinator

- Coordinate the sign up for the Teacher potluck twice a year.
- Source volunteers to fill the potluck positions.
- Coordinate with School Administration regarding communication around the Teacher potluck.

Time required: approximately 2 hours twice a year.

Fun Lunch Coordinator

- Coordinating the fun lunch program at the school.
- Set up the Fun lunch schedule at the start of the school year with vendors on the Healthy Hunger website.
- Manage the Fun lunch budget.
- Coordinate Fun lunch dates and subsidized lunch lists with school administration.
- Organize 1-2 volunteers per fun lunch event to help distribute and clean up lunches.

Time required: approximately 5 hours at the start of the school year and 1 hour per month during the school year.

Holiday Lunch Coordinator

- Plan the school Holiday Lunch prior to the winter break.
- Coordinate with school administration around scheduling of the lunch, and communication around ticket sales and volunteers.
- Source volunteers for the lunch set up and service.
- Coordinate catering for the event, ensuring to meet dietary needs around allergies and halal restrictions.

Time required: approximately 15 hours concentrated in November and December

Community Liaison for Shaganappi

- Report on any relevant happenings within the community at council meetings.

Time required: approximately 15 minutes per council meeting during the school year.

Community Liaison for Killarney

- Report on any relevant happenings within the community at council meetings.

Time required: approximately 15 minutes per council meeting during the school year.

Traffic

- Work throughout the year keeping an eye on traffic related issues and helps to coordinate with our police liaison to take advantage of their traffic slowing resources.
- This role may also work with non-profits focused on sustainable school travel and safety.
- Reports at council meetings as needed.

Time required: approximately 30 minutes per month during the school year.

Key Communicator

- Attend 4 key communicator meetings with the CBE throughout the school year (these are evening meetings) and report back on relevant information during council meetings.

Time required: approximately 4 hours 4 times a year. Note: The Chair will fill the Key Communicator position if not filled by a parent volunteer.