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**SCHOOL COUNCIL PARENT/GUARDIAN CANDIDATE NOMINATION FORM**

Killarney Beach Public School

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_ (name and date of birth)  
who is currently registered at this school.

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council. I understand the role and responsibilities of a member of the school council as described on the reverse side of this form.

I understand that as a school council member, my contact information including email address will be shared with school council members for the sole purpose of open and transparent communication amongst council members and that it shall not be used for any other purpose.

I understand that employees of the Simcoe County District School Board (SCDSB) cannot run as parent/guardian representatives for school councils if they are employed at the school. If they are employed elsewhere in the board, they can run providing they inform their school community of their employment.

Candidate's Signature \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_ Time \_\_\_\_\_

Date \_\_\_\_\_

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**Nomination Form Receipt**

The nomination form for parent/guardian representative on the School Council for

\_\_\_\_\_ has been received.

*School*

\_\_\_\_\_  
*School Official*

\_\_\_\_\_  
*Date*

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**Roles and Responsibilities of School Council Members**

**Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents/guardians, students, staff, trustees or other council members.**

1. Chair/Co-Chair
  - 1.1 communicate with the school principal
  - 1.2 prepare the agenda for school council meetings in consultation with the school principal
  - 1.3 chair school council meetings
  - 1.4 ensure that the minutes of school council meetings and records of all financial transactions are recorded and maintained
  - 1.5 participate in information and training programs
  - 1.6 ensure that there is regular communication with the school community
  - 1.7 consult with senior board staff and trustees, when requested
  - 1.8 participate in establishing by-laws
  - 1.9 act in accordance with the school and board Code of Conduct
  - 1.10 shall abide by board policies and procedures
2. Council Members
  - 2.1 participate in council meetings
  - 2.2 participate in information and training programs
  - 2.3 act as a link between the school council and the community
  - 2.4 participate in establishing and following by-laws
  - 2.5 act in accordance with the school and board Code of Conduct
  - 2.6 shall abide by board policies and procedures