**2019-2020 SJA School Council Voting Positions**

There is no better way to be involved and stay informed about life at SJA, while also providing ideas and opinions about your child’s school.

**1. Chair/Co-Chair**

JOB: Work closely with Vice-chair, chair School Council meetings and help keep meetings focused and on subject, set meeting agenda, meet with principal regarding council issues, write PRO grants, keep council on track for upcoming events, and organize intro letter for Grade representatives.

**2. Vice Chair**

JOB: Assist the Chair and act as volunteer coordinator.

**3. Secretary**

JOB: Take notes during School Council meetings and email minutes to the rest of council and interested parents (within 1 week of meeting).

**4. Treasurer**

JOB: Manage School Council's money. Count money raised from fundraising events, make deposits, and write cheques as necessary. Involves working closely with the school's Administrative assistant.

**5. Grade Representatives (Kindergarten, Primary, Junior)**

JOB: Facilitate the flow of information between interested parents in your grade and School Council. Distribute a letter (provided) to introduce yourself to the parents and teachers in your grade. Update interested parents in your grade about School Council news and events.

**6. CSPA (Catholic School Parents' Association) Representative**

JOB: Attend monthly CSPA meetings and report back to council. CSPA meetings are held the last Wednesday of each month, in the OCSB boardroom at 570 Hunt Club Rd. Meetings are also webcasted for your convenience. [http://www.ottawacspa.ca](http://www.ottawacspa.ca/)

**7. Community Representative**

JOB: Act as liaison between School Council and the various community groups such as, St. John the Apostle Parish, Leslie Park, Qualicum, Briargreen, and Centrepointe Community Associations, etc.

**8. Parish Representative:**

JOB: Act as liaison between School Council and St. John The Apostle parish.

**Council initiatives requiring Coordinators and Volunteers:**

**a. Pizza/Subway/Mazzola Days:**

**-**Pizza is delivered to the school every Wednesday for lunch. The Coordinator will send a letter and order form home to parents, collect orders and money, and order pizza weekly.

**-**Subway is delivered to the school weekly (day to be determined by new coordinator) for lunch. The Coordinator will send a letter and order form home to parents, collect orders and money, and order Subway weekly.

**-**Mazzola is available for order by parents online for service each Friday. Mazzola staff delivers and distributes the order.

**b. Fundraising**: School Council is always open to new fundraising ideas. Please let us know if you have any ideas or want to be involved. Our 2018-2019 fundraisers were: SJA Christmas Market and Purdys Chocolates. For 2019-2020 the 6th annual SJA Christmas Market will be held on November 23. Volunteers needed leading up to and including the day of the event.

**c. PRO (Parents Reaching Out) Grant:** This is a government of Ontario grant available to all schools (up to $1000.00 annually). JOB: Write grant application and follow through with process. Our 2017-2018 grant funded speaker Paul Davis to present to parents and students regarding internet and social media safety. <http://www.edu.gov.on.ca/eng/parents/reaching.html>

**d. Advent Mass Reception (an evening in early December)**: A family reception in the St. John The Apostle Church hall after the SJA Advent Mass. JOB: The Coordinator will consult with the principal for a date and organize the reception. Additional volunteers would also be required to help the coordinator in running the event.

**e. Gift of Play (late November-mid December)** In lieu of giving teacher Christmas gifts, parents can make a donation to the “Gift of Play” program. Children receive a Christmas card that they can personalize to give to their teacher that states “a donation to the Gift of Play has been made on your behalf”. The money collected from the Gift of Play is then added to the larger goal of our play structure replacement fund. JOB: The Coordinator will organize the distribution of the letter describing the gift of the Arts program, collect money, and send back cards for children to give to teachers.

**f. Spring Fling Dance (an evening in April/May):** One of SJA’s most fun social events! A chance for SJA families to get together to celebrate Spring. There is a DJ, munchies, beverages, raffle and auction items as well as fun door prizes. In 2018 the silent auction was very successful and added a great deal to our play structure fund. JOB: The Coordinator will organize this event (with a team you choose).

**g. Family Movie Nights (select Friday evenings throughout the school year):** Families enjoy a movie with popcorn and drinks in the SJA School Gymnasium. The entire School Council, in consultation with the Principal, selects dates and movies. JOB: The Coordinator will organize these events with the help of a few volunteers to arrange popcorn and juice boxes and to set up the gym with mats and projector.

**h. Fall and Spring School BBQs (late afternoon in October and early June)**: SJA’s second most (or tied for first) popular social event. The Knight’s of Columbus set up their BBQs in our school yard, there are other fun activities on site for the kids, as well as possible raffle and/or auction items. JOB: Coordinator will work together with the principal to pick a date and organize this event. Additional volunteers will be required to run the event.

**i. Grade 6 Events**: Coordinator for special grade 6 activities, the Grad T-shirt, and Post-Graduation reception in spring. Additional volunteers, preferably from the Grade 5 parents/guardians, will be required on the day of the Grade 6 Grad in order to run the reception.

**j. Teacher Appreciation Coordinator:** Early in the school year, Council provides gift cards for teachers and EAs as expressions of thanks and appreciation for going the extra mile. JOB: Canvass teachers to select their cards of choice, purchase gift cards, and distribute to teachers.

**k. Volunteer Co-ordinator (Vice-Chair duty as listed in job description)**: Send out a letter requesting school volunteers and set up a database for the School and School council to draw upon during the school year.