



Alberta

Promoting parent engagement in public education.

School Councils' Association

Overview of ASCA

Presented To:

**Elk Island Public Schools
CoSC**

Presented By:

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&

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The Government of Alberta recognizes the value of parents and the community in the education of children, and requires school councils in every school operated by a school board in Alberta.

School Councils provide a method for parents in the school community to consult with, and offer advice to, the principal and the school board.

Established school councils:

- focus on what is best for all students in the school
- consider the interests of all school stakeholders
- maintain and reflect the culture of the school
- represent the parent voice in the school community

The provincial organization of school councils:

- Brings the parent perspective on education issues to government and others;
- Provides resources and support to enhance school council effectiveness;
- Promotes the involvement and engagement of parents in education;
- Works with education groups and government to promote excellence in public education;
- Provides research and timely information about education to school councils.

Provincial Decision-Making

Alberta Education and organizations representing teachers, school boards, superintendents, universities and others, regularly collaborate on provincial level issues through joint advisory committees.

Alberta School Councils' Association (ASCA) brings the parent perspective to the education committees.

The Alberta School Councils' Association (ASCA) provides support and resources, knowledge and skill development, consultation and workshops, to enhance meaningful parent contribution and participation in school councils across the province.

WORKSHOPS

Workshops delivered in local school communities for individual school councils, groups and school districts.

CONSULTATION

Telephone support for school councils in Alberta.
1.800.661.3470 or 780.454.9867 Edmonton.

RESOURCES

Website, School Council Resource Guide, Video Tutorials, Templates, Tip Sheets.

COMMUNITY

Information and issues sharing, networking and social media.

EVENTS

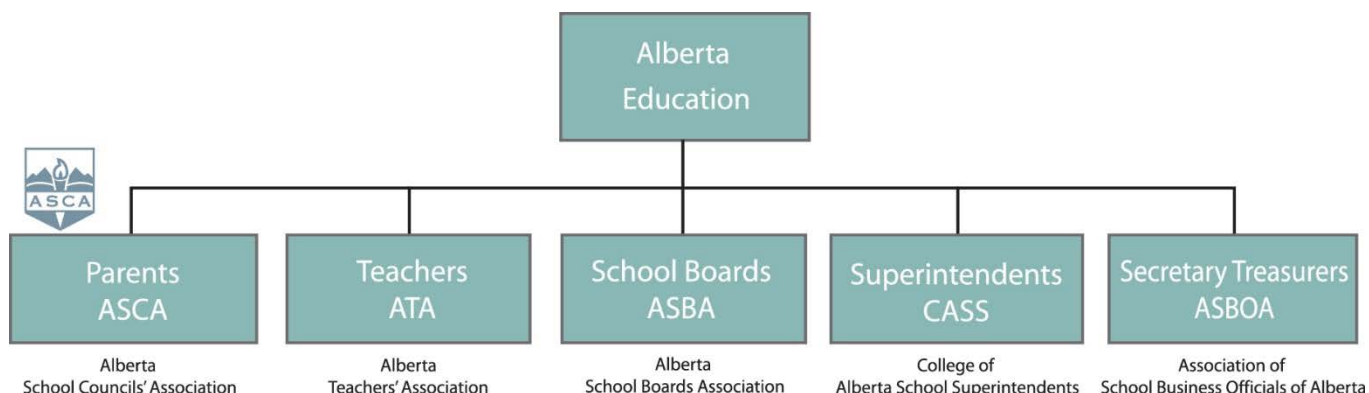
Presentations, Recognition Awards, Annual General Meeting and provincial School Councils Conference.

COMMUNICATION

News, updates, bulletins, research, reports, surveys, requests for input.

REPRESENTATION

Parents on school councils submit issues to influence change in education for member consideration at each Annual General Meeting (AGM). Issues that receive majority support become policy of the association and presented as the collective parent voice in Alberta.



SCHOOL ACT – SECTION 22

Revised Statutes of Alberta 2000

Chapter S-3

Current as of June 5, 2017

School Council

- 22 (1)** A school council shall be established in accordance with the regulations for each school operated by a board.
- (2)** The majority of the members of a school council shall be parents of students enrolled in the school.
- (3)** A board of a separate school district or a division made up only of separate school districts, by resolution, may require that the parents of students enrolled in a school operated by the board who are members of the school council must also be of the same faith as those who established the separate school districts, whether Protestant or Roman Catholic.
- (4)** A school council **may**, at its discretion,
- (a)** advise the principal and the board respecting any matter relating to the school,
 - (b)** perform any duty or function delegated to it by the board in accordance with the delegation,
 - (c)** consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister,
 - (d)** consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and
 - (e)** do anything it is authorized under the regulations to do.
- (5)** Subject to the regulations, a school council may make and implement policies in the school that the council considers necessary to carry out its functions.
- (6)** A school council may make bylaws governing its meetings and the conduct of its affairs
- (7)** Subject to the regulations, a board may develop and implement policies respecting school councils.
- (8)** A board shall establish an appeal process or conflict resolution procedure under which the principal or the school council may apply respecting disputes on policies proposed or adopted for a school.
- (9)** The Minister, on the request of the board, may dissolve a school council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with this Act and the regulations.
- (10)** The Minister may make regulations
- (a)** respecting the election or appointment of the members of a school council and the term or other conditions of election or appointment and the dissolution of a school council;
 - (b)** respecting the roles of the principal and the school council of a school and their respective powers, duties and responsibilities;
 - (c)** respecting any other matter the Minister considers necessary respecting school councils;
 - (d)** exempting a school or class of schools from the application of this section.

1988 cS-3.1 s17;1990 c36 s6;1994 c29 s8;1995 c27 s3



School Councils Regulation

Alberta Regulation 113/2007

School Act

SCHOOL COUNCILS REGULATION

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Definitions

- 1** In this Regulation,
- (a) “Act” means the *School Act*;
 - (b) “board” has the meaning given to it in the Act;

(b.1) “early childhood services program” means an education program provided by a board under section 30 of the Act;
 - (c) “establishment meeting” means a meeting to be held under section 2 to establish a school council;
 - (d) “executive” means the executive of a school council;
 - (e) “model of governance” means the process and structure used by a school council to make decisions regarding its business and affairs;



- (f) “school community” in respect of a school means
 - (i) students enrolled in the school and their parents,
 - (ii) children enrolled in an early childhood services program at the school and their parents,
 - (iii) the school staff, and
 - (iv) other persons who have an interest in the school;
- (g) “school day” means a day scheduled for the purpose of instruction, examinations or other student activities where student-teacher interaction and supervision are maintained.

Establishment meeting

- 2(1)** If a school that is required to have a school council has no school council, the school must, within 40 days after the start of the school year, hold a meeting for the purpose of establishing a school council.
- (2)** If there are fewer than 5 parents in attendance at an establishment meeting or if the meeting is not successful in establishing a school council, the principal may adjourn the meeting to a later date and establish an advisory committee to carry out one or more duties or functions of a school council in the interim until a school council is established.
- (3)** Any advisory committee established under subsection (2) is dissolved on the establishment of a school council.

Notice of establishment meeting

- 3(1)** If a school is required to hold an establishment meeting, the principal must give notice to the following persons of the meeting:
 - (a) a parent of each student enrolled in the school;
 - (b) a parent of each child enrolled in an Early Childhood Services program at the school;
 - (c) the school staff;
 - (d) other members of the school community who, in the principal’s opinion, should be given notice.
- (2)** A notice under subsection (1) must
 - (a) describe the purpose of the meeting,
 - (b) set out the time, date and location of the meeting, and
 - (c) be given at least 10 school days before the date of the meeting.
- (3)** A notice under subsection (1) may be given by any means that the principal considers appropriate, including electronic means.
- (4)** If an establishment meeting is adjourned under section 2(2), notice of the adjournment date must be given in accordance with this section.

Chair and secretary at establishment meeting



- 5 The principal must decide who is to act as the chair and who is to act as the secretary at an establishment meeting.

Agenda at establishment meeting

- 6(1) The persons attending an establishment meeting must
- (a) decide, subject to section 8, on the size of the school council,
 - (b) decide on the model of governance for the school council,
 - (c) decide, subject to subsection (2), on the term of office of each member of the school council,
 - (d) elect, subject to subsection (2), the initial members of the school council referred to in section 8(1)(d),
 - (e) decide, subject to section 9, on the size of the executive,
 - (f) decide on the term of office of each member of the executive, and
 - (g) elect the initial members of the executive.
- (2) For greater certainty, but without restricting the generality of subsection (1)(a), the persons attending an establishment meeting may decide that for the purposes of section 8(1)(d), the school council may include
- (a) all parents of students enrolled in the school, and
 - (b) if an early childhood services program is offered at the school, all parents of children enrolled in an early childhood services program at the school
- who wish to be members.

Right to vote at establishment meeting

- 7 Despite section 6, only persons who attend the establishment meeting and are
- (a) parents of students enrolled in the school, or
 - (b) parents of children enrolled in an early childhood services program at the school
- are entitled to vote on matters raised at the meeting.

School council membership

- 8(1) A school council must include the following members:
- (a) the principal of the school;
 - (b) at least one person who is a teacher at the school, elected or appointed by the teachers at the school;



- (c) if the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school;
- (d) subject to section 22(2) of the Act, parents of students enrolled in the school;
- (e) if an early childhood services program is offered at the school, parents of children enrolled in the program.

(2) The members of a school council referred to in subsection (1) may establish a process to appoint as members of the school council one or more persons who are not parents of students enrolled in the school but who have an interest in the school.

School council executive

9(1) A school council must have a chair and any other members of the executive determined by the persons attending an establishment meeting.

(2) A parent of a student enrolled in the school or, if an early childhood services program is offered at the school, a parent of a child enrolled in the program must be elected chair of the executive.

(3) Despite subsection (2), a member who is not a parent **may** be elected chair of the executive if no parent is willing to be nominated as chair.

(4) Subject to subsection (2), every member of a school council is eligible to be elected as a member of the executive.

Faith of school council members

10 Unless a resolution has been passed under section 22(3) of the Act, the members of a school council may be of any faith

Remuneration of school council members

11 No member of a school council shall receive any remuneration for acting as a member of the council.

Prohibition against incorporation

12 No school council shall incorporate under the *Societies Act* or Part 9 of the *Companies Act*.

Responsibilities of board

13(1) A board **must** provide the school council with an opportunity to provide advice on the development of the school's

- (a) foundation statements, if any, respecting the school's vision, principles and beliefs,
- (b) policies,
- (c) annual education plan and annual results report required by the Minister to be reported under section 78 of the Act, and
- (d) budget.



- (2) A board must provide the school council with the results for the school from provincial assessments and any other provincial measures, and an interpretation of these results and measures.
- (3) A board must at all reasonable times allow the school council free and full access to timely and accurate information of the board that is publicly available, including board policies and minutes of board meetings.

Donations

- 13.1(1) A school council may receive donations on behalf of a board but no school council shall raise funds or otherwise solicit donations in any manner that would require a gaming license under the *Gaming and Liquor Act*.
- (2) A school council must handle and report all money it receives, if any, in accordance with the applicable policies and procedures of the board.

Duty to report to the board

- 14(1) The chair of a school council must prepare and provide to the board by September 30 of each year a report
 - (a) summarizing the activities of the school council in the previous school year, and
 - (b) detailing, in accordance with the policies referred to in section 13.1(2), the receipt, handling and use of any money by the school council in the previous school year.
- (2) A school council must retain at the school a copy of the minutes for each meeting of the school council and make them available to the board or the public on request.
- (3) School council must retain the minutes for each meeting of the school council for at least 7 years.

Date for first meeting of school council

- 15 For any school year, the first meeting of the school council must be held within 20 school days after the start of the school year or as specified in the bylaws of the school council.

Suspension of school council

- 16(1) If a quorum is not available for a meeting of a school council and the meeting has been re-scheduled on 2 or more occasions, the board may suspend the operation of the school council until the following year.
- (2) If the operation of a school council is suspended, the principal may establish an advisory committee to carry out one or more of the duties or functions of the school council until a new school council is established under subsection (3).
- (3) If the operation of a school council is suspended under subsection (1), a new school council must be established within 40 school days after the start of the next school year in accordance with sections 2 to 9.



Bylaws of school council

- 17(1)** Each school council may make bylaws respecting the conduct of its business and affairs including, without limitation, bylaws
- (a) respecting the calling of regular, special or annual meetings of the school council;
 - (b) subject to section 6, respecting the election of members of the school council;
 - (c) subject to section 6, respecting the election of members of the executive;
 - (d) respecting the role of the chair and other members of the executive relating to the conduct of the school council's affairs;
 - (e) respecting the number of times the school council must meet each year;
 - (f) respecting the location of school council meetings;
 - (g) respecting the number of school council members that constitutes a quorum at meetings of the school council;
 - (h) respecting a conflict resolution process for internal school council disputes.
- (2)** A Bylaw under subsection (1) does not come into force unless it is approved by a majority of
- (a) parents of students enrolled in the school, and
 - (b) parents of children enrolled in an Early Childhood Services program at the school who vote at a special meeting of the school council called for that purpose.
- (3)** The bylaws continue in force from year to year unless
- (a) they are amended at a special meeting of the school council called for that purpose, and
 - (b) the amendment is approved in accordance with subsection (2).

Fees prohibited

- 18** No school council shall be charged a fee for the use of the school or school facilities for the purpose of holding a meeting of the school council.

Exemptions

- 19** The following are exempt from the application of section 22 of the Act and this Regulation:
- (a) a school for resident students of the Government as described in section 44(7) of the Act that is provided in an institution approved by the Minister;
 - (b) a school for students that is provided in an institution approved by the Minister.



Repeal

20 The *School Councils Regulation* (AR 171/98) is repealed.

Expiry

21 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or amended form following a review, this Regulation expires on August 31, 2021.

Coming into force

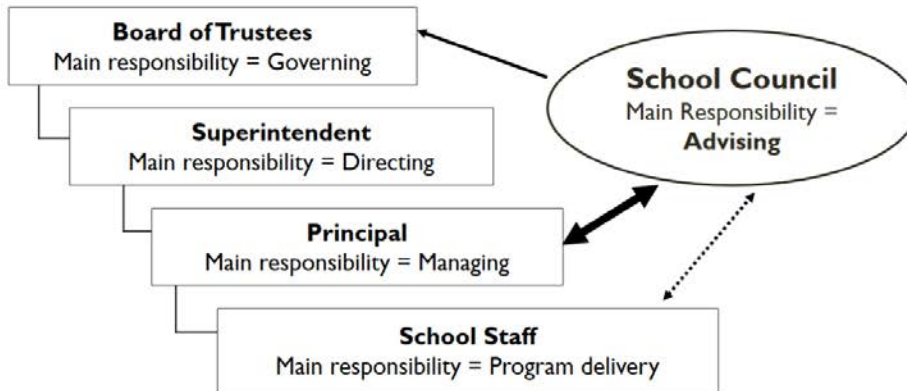
22 This Regulation comes into force on September 1, 2018.



SC/FRA Existence Relationships

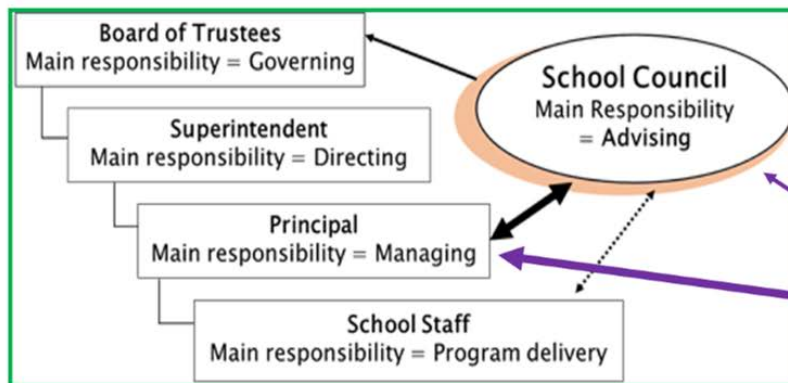
INTERDEPENDENCE: SCHOOL ACT

SCHOOL ACT



INTERDEPENDENCE: SOCIETIES ACT

SCHOOL ACT



SOCIETIES ACT



Main Responsibility = Fundraising





Workshops

	Foundation	Enhancement
School Councils	Introduction & Establishment <i>(individual schools only)</i>	Operating Procedures
	School Council Purpose	Policies and Practices
Groups of School Councils	Fundraising Association Partnership Purpose	Effective Engagement in Your School Community
	Meeting Management	Creating School Council Plans
	Tools for Effective School Councils	Building Positive Partnerships
School District Administration	The Work of School Council: It's NOT About the Meeting	Effective Principal Engagement and Collaboration with School Councils <i>(District Administration only)</i>
		Creating and Managing Productive School Council Meetings <i>(District Administration only)</i>
Fundraising Associations	Fundraising Association Introduction	Fundraising Association Bylaws *
	Fundraising Association Partnership Purpose	Fundraising Association Policies and Practices *
		<i>* Fee based delivery</i>

***Workshops designed to enhance school council effectiveness and parent engagement in public education.
Learning platforms for school councils, groups of school councils, district administration and fundraising associations.
Presented in two focus areas of foundation and enhancement levels.***



School Councils, Groups of School Councils, District Administration **Foundation** Workshops

Foundation	1.5 hour each	Audience	Requirements	Activities
<p>Introduction & School Council Establishment (<i>Individual schools only</i>) Understanding language in the education community, legislation that mandates the rights, responsibilities and choices of school councils, as well as their value and importance, is the first step to creating a meaningful, vibrant school council and school community. School council establishment must follow legislated requirements. Provided those requirements are met, school councils are permitted flexibility and choice in how they operate. Parents will make the decisions resulting in the official establishment of their school council.</p> <p>Note - duration is 3 hours, for individual school communities only.</p>		<p>The community of a newly opened school or the community of an established school where no school council exists.</p>	<p>Invitation from principal or District. Participants: minimum five parents (ideally) plus principal and one other school staff member.</p>	<p>Review legislation relevant to the establishment of a school council; exploring rights, responsibilities and choices, understanding the benefits and value of school council, open discussion and consensus building to determine membership and governance structure.</p>
<p>School Council Purpose Understanding the legislated role of school councils including which topics/areas are open for discussion and which require caution helps to prevent tension and dysfunction within a school council and the school community. Learning how to identify the work of school councils, how to frame a “personal issue” from a school council perspective and how to broach sensitive topics is essential for new and returning members.</p>		<p>A newly established school council, an existing school council with a majority of new members or a parent group struggling to separate a school council and fundraising association.</p>	<p>Invitation from principal or parent. Minimum five participants including school council Chair and principal.</p>	<p>Review of relevant legislation, exploring rights, responsibilities and choices, advising examples and activities.</p>
<p>Fundraising Association Partnership Purpose Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what, is essential.</p>		<p>A school community recognizing the need for two distinct groups and seeking to form a society for the purposes of fundraising, or with one in place needing assistance to understand their boundaries.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and (potential) fundraising association President and principal. Previous workshop “School Council Introduction” or “Purpose”.</p>	<p>Review of relevant legislation (Societies Act and School Act), “Which Group” identification activities, case studies and the Principal’s role.</p>
<p>Meeting Management (<i>up to 2 hours</i>) Meaningful school council meetings require strong leadership and clear, easy to follow processes for all participants. Having a solid <i>Agenda</i>, some simple <i>Rules of Order</i> and learning how to <i>Direct Discussion</i> will help to ensure the school council meetings are not a waste of anyone’s valuable time. Every meeting participant will benefit from this workshop!</p>		<p>A school council aware of its legislated role seeking to increase the efficiency and effectiveness of its meetings.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop “School Council Purpose”.</p>	<p>Exploration of some common challenges for school council meetings and introduction of three important solution-oriented tools.</p>
<p>Tools for Effective School Councils Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. Strategies to increase the effectiveness of school councils will be offered.</p>		<p>A school council with a clear understanding of its legislated role, seeking to obtain strategies and tools related to fulfilling the role.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop “School Council Purpose”.</p>	<p>Identification of what school councils can do, and the resources available to assist. Exploration of school community culture/barriers and volunteer motivation.</p>
<p>The Work of School Council: It’s NOT About the Meeting School Councils often struggle with identifying the types of activities and work they should be doing in order to truly fulfil their legislated role. In this workshop, school councils are encouraged to examine what they are doing in relation to their intended purpose and the intended result of their work, and then consider alternative means of including their school community.</p>		<p>A school council aware of its legislated role seeking to extend their positive influence beyond the school council meeting and into the school community.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop “School Council Purpose”.</p>	<p>Examination of the common “work” of school councils, how that work relates to the intended purpose and desired result of the work, and exploration of activities and processes that will enhance the school council’s presence in the school community.</p>



School Councils, Groups of School Councils, District Administration Enhancement Workshops

Enhancement	2 hours each	Audience	Requirements	Activities
<p>Operating Procedures</p> <p>A school council has discretion to decide what works best for them, within the context of legislation and their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution.</p>		A school council with a clear understanding of its legislated role, seeking to create operating procedures for the first time, or replace existing bylaws.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "Purpose" within previous two school years, more recently if majority are new members.	Review of legislation relevant to school councils creating operating procedures (bylaws). Open discussion, idea sharing, and consensus building; wording of specific clauses relevant to the local community. Create <i>Draft Operating Procedures</i> for review and feedback.
<p>Policies and Practices</p> <p>School council policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include; communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation and social media.</p>		A school council with a clear understanding of its legislated role, seeking to create policies which will help to guide and define its processes and work.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "School Council Operating Procedures" within previous school year.	Review of legislation relevant to school councils creating policies. Open discussion, idea sharing, and consensus building; wording of specific policies relevant to the local community. Create <i>Draft Policies</i> for review and feedback.
<p>Effective Engagement in Your School Community</p> <p>School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Not easily accomplished, effective engagement means many different things. Explore what this means in your school community, and how it might be achieved.</p>		A school council seeking to involve and engage the school community in supporting and enhancing student learning.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "Purpose" within previous two school years, more recently if majority are new members.	Using local context, define effective engagement, identify existing challenges, explore possible solutions and create goals and plans focused on creating engagement opportunities for the school community.
<p>Creating School Council Plans</p> <p>Meaningful involvement, recruitment and effective engagement require planning and goal setting. A plan should be simple to communicate and achievable - given the time and resources available. Evaluation and potential modification are vital to the creation of ongoing plans.</p>		A school council with a clear understanding of its legislated role, seeking to identify and create goals that can be achieved within the current school year.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "School Council Purpose" within previous two school years, more recently if majority are new members. Principal is prepared to present summary of <i>Annual Education Plan</i> and identify areas where school council may choose to assist.	Exploration of the value of goal setting, planning, idea sharing, open discussion, consensus building. Overview of the school's <i>Annual Education Plan</i> , identifying areas where school council may assist in achieving identified targets, as well as ongoing school council progressive learning. Create <i>Draft 1 Year Plan</i> specifying actions, resources, outcomes and evaluation methods.
<p>Building Positive Partnerships</p> <p>Building positive partnerships within the Education and general community can help school councils to be more effective in their advisory role. With a focus of supporting and enhancing student learning, Positive Partnerships are informative, collaborative, and respectful of boundaries and authorities.</p>		A school council aware of its legislated role seeking to identify and build relationships within, or outside of, the Education Community.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "School Council Purpose".	Identification of Education Partners, examination of relational components, expectations and protocols.
<p>Effective Principal Engagement and Collaboration with School Councils (District Administration ONLY)</p> <p>The principal is the key figure in creating an environment conducive to authentic parental participation and engagement. Effective school council engagement in school and district work, principals working effectively and collaboratively with school councils in a mutually respectful environment, and collaborative engagement of the school community in partnership with the principal and school council, are integral to success. Note – duration varies 1½ to 3 hours.</p>		A district group of principals, administrators, trustees and school council reps (optional) seeking to explore how administrators can work effectively with school councils. Note - intended for principals and senior administrative team members.	Invitation from District. Minimum ten principals/administrators/trustees in attendance. Recommended attendance by a member of the administration or Board.	Review of School Act and Regulations relevant to what opportunities are mandated for discretionary school council participation. Identifying school community culture/barriers, volunteer motivation, engagement activities and case studies.
<p>Creating and Managing Productive School Council Meetings (District Administration ONLY)</p> <p>Legislation mandates that school councils exist, but does not (and cannot), tell them how to function effectively. The strong leadership of the principal plays a key role in defining the discussions and the level of engagement of a school council. Having the knowledge and tools to ensure your school council meetings are events that are welcoming, meaningful and a good use of everyone's valuable time are vital to the success of any school council.</p>		A district group of principals, administrators and trustees seeking to understand the processes involved in planning and managing school council meetings appropriately. Note - intended for principals and senior administrative team members.	Invitation from District. Minimum ten principals/administrators/trustees in attendance.	Examining the role of the principal on school council and strategies for running a productive meeting - agenda creation, rules of order and directing discussion during the meeting. Exploring case studies, changing the focus of school council business and ways to recognize productive participants at meetings.



Fundraising Associations **Foundation** Workshops

Foundation	1.5 hour each	Audience	Requirements	Activities
<p>Fundraising Association Introduction Incorporation of a legal society in Alberta requires specific steps. It is vital that individuals considering this action have clear understanding and knowledge relating to the society's operations and role within the school community, prior to creating this legal entity.</p>		A new or existing school community seeking basic "start-up" information related to incorporating a registered fundraising association/society.	Invitation from one parent and principal. Minimum five parents and principal in attendance.	Common terms definition, locating relevant clauses in existing legislation relating to fundraising associations/societies (Societies Act: bylaw changes, special resolution, dissolution, School Act: School Council Purpose) and interpretation of clauses as they apply to specific community.
<p>Fundraising Association Partnership Purpose Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. They can choose how to raise and spend funds, but cannot compel the principal or school community to participate/accept funds. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what is essential.</p>		A school community or group of parents seeking to incorporate a registered society for the purposes of fundraising, or that has one in place and needs assistance understanding the role and/or authority with the school council/school.	Invitation from principal and one parent. Minimum five participants including principal in attendance. <i>Recommended:</i> Previous workshop "School Council Purpose" within current or previous school year.	Review of relevant legislation (Societies Act and School Act), "Which Group" identification activities, case studies and the Principal's role.

Fundraising Associations **Enhancement** Workshops * *Fee based delivery*

Enhancement	2 hours each	Audience	Requirements	Activities
<p>Fundraising Association Bylaws * An incorporated fundraising association/society has the discretion to decide what bylaws work best for them, in keeping with the Societies Act, and within the context of their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution, bylaw changes, and dissolution.</p>		A new or existing school community intending to incorporate a society for the purposes of fundraising, seeking to clearly define their bylaws in keeping with their Objects of Incorporation and the Societies Act. Also an existing incorporated society seeking to re-examine or revise their current bylaws.	Invitation from one parent of those forming the Board of Directors of the association. Minimum five parents from those forming the Board of Directors of the association in attendance. <i>Highly recommended:</i> Principal in attendance. Previous workshop "Fundraising Association Introduction" or "Fundraising Association Partnership Purpose" within previous school year.	Review of legislation relevant to bylaws of a society. Open discussion, idea sharing, and consensus building, wording of specific clauses relevant to local community. Complete or partial drafting Bylaws ready to complete and present for review and/or approval to individuals seeking to form the fundraising association, or the members of the existing association.
<p>Fundraising Association Policies and Practices * Fundraising association policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include: communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation and social media.</p>		A new, or established, incorporated fundraising association with a majority of members having a clear understanding of its legislated role, seeking to create policies that will help guide and define its processes and work.	Invitation from one parent of those forming the Board of Directors of the association. Minimum five parents from those forming the Board of Directors of the association. <i>Highly recommended:</i> Principal in attendance. Previous workshop "Fundraising Association Bylaws" within previous school year.	Review of legislation relevant to fundraising associations. Idea sharing, open discussion, consensus building. Drafting <i>Policies and Procedures</i> (up to five), using a common format to follow in the future, ready to share with members of the association.

* *Fee based delivery: Site delivery \$400 + expenses. Remote delivery \$200 (up to 4 hours).*