



# ELK ISLAND LOGOS SOCIETY

## JOB DESCRIPTION

### POSITION: SCHOOL REPRESENTATIVE

#### **Authority and Responsibility**

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, a School Representative acts in a position of trust for the society and is responsible for the effective governance of the organization.

#### **Requirements**

##### **Requirements of Board membership include:**

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Willingness to serve on committees.
- 4) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 5) Support of any special events.
- 6) Support of and participation in fundraising events.

#### **Term**

School Representatives are appointed by the board and affirmed by the membership at the Annual General Meeting. School Representatives serve for a one-year term. The role at any individual school may be shared.

#### **General Duties**

A School Representative is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy.

##### **The School Representative must:**

- 1) Serve as the liaison between the school, the school's Parent Council, and the Board. They will be the school Administration's and the Parent Council's main contact person for all Society related details.
- 2) Represent the Society meetings of the Parent Council and within the school.
- 3) Ensure Society information is distributed within their school in a timely fashion.
- 4) Recruit parent volunteers from their school to assist with Society events.
- 5) Provide a monthly school report at Board meetings.
- 6) Be a regular presence with the school administration and teachers.

#### **Evaluation**

A School Representative's performance is evaluated annually based on the performance of assigned requirements and duties.

Last Approved: October 8, 2019

Next Review: October 2021



## **School Representative Supplemental**

Beyond the official job description of duties to the board and position, it's important to note that this role is "the face of the Society" to most teachers and parents. In that light, the real job is to make sure people know the Society in interested and actively involved in supporting and resourcing our alternative program's distinctive. We want to make their jobs easier!

This Supplement includes suggestions from past job descriptions and may serve as a guide to how to best interact in this role in your school. It is neither exhaustive nor all required.

### **Liaison with teachers, school admin and parents**

- Communicate to the school about what is happening in Logos, such as dates & a blurb in the school's newsletter if they have one.
- Obtaining and filing student/parent commitment forms.
- Forming relationships with people to understand perspectives and needs
- Identifying different opportunities and resources required to bless the teachers
  - resources in class/library; teacher's wish list or prayer requests

### **Liaison with Logos Society Board**

- Bringing opportunities to support or bless the school & members
  - specific fundraising needs, care and condolences
- Input into budget and overall programs which impact the respective school

### **Liaison with School Council Meetings**

- provide monthly school report at School Council meetings
- provide input and encouragement to the council and admin while being present as an ambassador for Christ

### **Planning and execution of activities within the school**

- examples of activities
  - Bless the Teachers
  - Chapels (determine degree of participation)
  - Fundraising events
- Design and admin of various notices to classes (occasional)
- Printing and distribution of all notices or forms to classes
- Gathering and coordinating parent volunteers (email, phone calls)
- Communication to teachers and school admin about event details and progress
  - appreciation cards / tokens
  - gathering of feedback from teachers