

# School Council roles:

- **Chair person:**

- The chair person's job is to use the agenda to run the meetings.
- To help the secretary write the agenda.
- To help the council make a decision using the agenda. For example voting on subjects
- To ensure that everyone gets to give their opinion.

- **Secretary:**

- I take minutes during the meetings.
- I type up minutes and distribute them.
- I let people know when the next meetings are scheduled.

- **Timekeeper:**

- The Timekeeper's job is to make sure that the council doesn't spend too long on one topic.
- Check the time and when time's up for the current topic signal the chairperson to move on.
- Sometimes councillors will need to continue a discussion even if it takes up time from the other issues on the agenda.
- As Timekeeper, you'll have to think about the best way to make use of the remaining time so the meeting doesn't go on for too long.

- **Treasurer:**

- If the school council has a budget, the treasurer's job is to keep track of how much money the council has, how much you've spent, and how much you're likely to spend overall.
- Other councillors should ask you, as treasurer, before they spend any money and should keep you up to date with all expenses.

- **Student Councillor:**

- The most important job as a councillor is to represent students.
- This might mean the whole school or your class.
- A good student councillor should be willing to listen to their peers problems and ideas, and present these to the school council.
- Remember, if you take on any of the other roles you will still be a student councillor.