



Role of the Chair

- Establish Meeting Dates
- Create and Prepare Agendas
 - Prepare a written agenda
 - Outline all items to be discussed
 - Discuss the agenda with the principal prior to the meeting
 - Circulate the agenda to members in advance
- Arrange Meeting Space
- Chair Council Meetings
 - Stay on time
 - Ensure that minutes of council meetings are recorded and maintained
 - Remain neutral
 - Encourage decision making through consensus
 - Make sure all council members have had an opportunity for input
 - Set the date for the next meeting
- Facilitate the resolution of conflict
- Participate as ex-officio members of all committees established by the school council
- Communicate with the school principal on behalf of council