

School Council Tip Sheet

10 Ways to Get Your School Council Off to a Great Start!



Recruit

Get people involved! Encourage parents, caregivers, the school community and staff members to come out to School Council meetings. Everyone has a contribution to make to student success. The experience can be satisfying and rewarding.

Communicate

Communication is the key to success. Establish open communications between the Council and your school community. Take advantage of all of the available opportunities to share information about your events and activities.

Welcome

A warm smile and a welcoming attitude will help people feel at ease. Make a point of greeting newcomers and introduce them to members of the Council. Include some social time in every meeting, to help people get to know one another.

Inform

Explain to parents/caregivers the purpose of Council and the role it plays in student success. Outline the responsibilities of Council and its members. Let them know how they can take part in activities, even if they're not elected members of Council.

Organize

Everyone appreciates meetings that are productive, efficient and well-managed.

- Prepare an agenda with time limits for each item and distribute it ahead of time
- Start and end the meetings on time and stay on topic and keep discussions to the time frame indicated on the agenda.

Guide

Make sure everyone knows how to express an opinion, share ideas and arrive at a consensus. By establishing these guidelines or norms at the beginning of the year, you will eliminate confusion and set a positive tone for your meetings.

Share

Develop a common purpose. Make sure everyone is aware of the school's and Board's mission and vision. People form a much stronger team when they understand the purpose and value of their efforts.

Prioritize

Establish goals and objectives for your Council. By setting realistic targets, you will help Council members stay focused on priorities. They also will get a real sense of accomplishment when they eventually reach their targets.

Plan

Develop action plans for your goals and objectives. Assign specific tasks and responsibilities, with defined timelines to help you reach your goals.

Record

Keep accurate records of your Council meetings, activities and events and post them. They should provide a clear and detailed record of your decisions and plans. These records will help you document your successes and learn from your mistakes.