

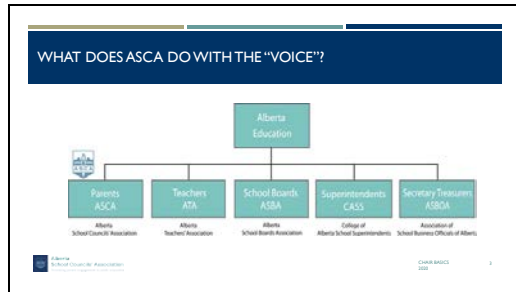
Slide 1



Slide 2




Slide 3



Slide 4

TODAY'S OBJECTIVES:

- To provide an overview of **roles & responsibilities** of the School Council Chair
- relationships, communication, delegation
- To provide strategies and tips on various aspects of **chairing a meeting**
- agenda prep, managing a meeting, duties of other members



Edmentum
School Councils Association
Supporting the success of every child

CHAIR BASICS
2020

Slide 5

SCHOOL COUNCILS ARE BRIDGES





Edmentum
School Councils Association
Supporting the success of every child

CHAIR BASICS
2020

Slide 6

SCHOOL COUNCIL IS...

A means for parents and community members to work together with the principal and the school community to **support and enhance student learning.**



Edmentum
School Councils Association
Supporting the success of every child

CHAIR BASICS
2020

Slide 7

LEGISLATED TO...

Inquire by "Seeking to Understand"

How does this improve our school community?



What does this look like in our school?

How does this help to support student success?

Advise the principal and the board respecting matters relating to the school.

Florida School Boards Association

OSW BACS 200

Slide 8

THE ROLE

- Leader
- Relationship Builder
- Communicator/Spokesperson
- Mentor
- Organizer



Florida School Boards Association

OSW BACS 200

Slide 9

RESPONSIBILITIES




Florida School Boards Association

OSW BACS 200

Slide 10

KNOW YOUR OPERATING PROCEDURES!

- Governance Model
- Membership – rights and responsibilities
- Executive – titles and duties, length of term
- Vacancies
- Committees
- Decision making – motions, voting, consensus
- Meetings – types, how many
- AGM
- Annual Report
- Conflict Resolution




Edmentum
Edmentum Operations Association
Standard Operating Procedures

OSHA BACCS
2020

Slide 11

MEETING WITH THE PRINCIPAL




Edmentum
Edmentum Operations Association
Standard Operating Procedures

OSHA BACCS
2020

Slide 12

MEETING AGENDA

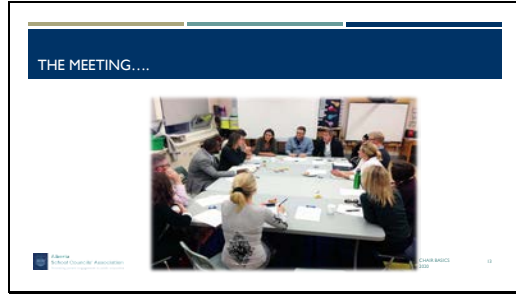
- Co-created
- Appropriate topics
- Timely and timed



Edmentum
Edmentum Operations Association
Standard Operating Procedures

OSHA BACCS
2020

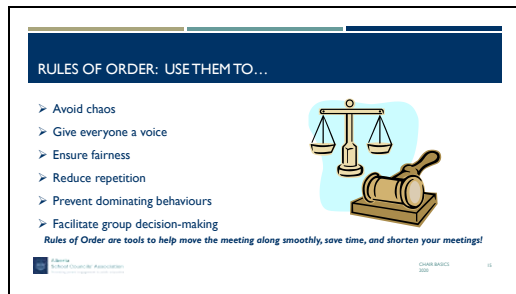
Slide 13



Slide 14



Slide 15



Slide 16

ESTABLISH MEETING PROTOCOLS (STANDING RULES)

- Addressing the Chair and everyone else
- Speak only when recognized
- Speaking guidelines
- Speak to the Chair
- Debate ideas, not people
- Assume good intentions
- Stay on topic
- We will all support, and not hinder, the Chair!



Adapted from National Speakers' Association
©2019 National Speakers' Association

CHAIR BASICS
2019

Slide 17

ADDRESSING THE CHAIR & OTHERS




Adapted from National Speakers' Association
©2019 National Speakers' Association

CHAIR BASICS
2019

Slide 18

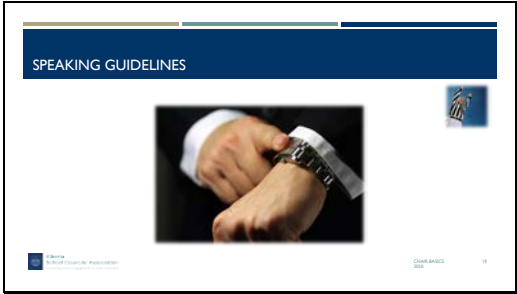
SPEAK ONLY WHEN RECOGNIZED



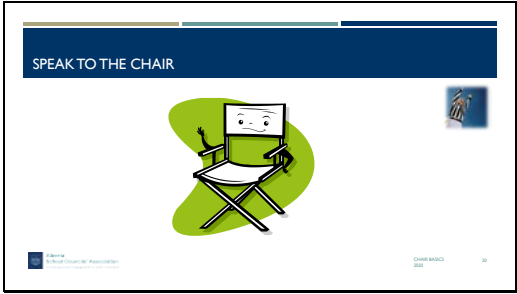
Adapted from National Speakers' Association
©2019 National Speakers' Association

CHAIR BASICS
2019

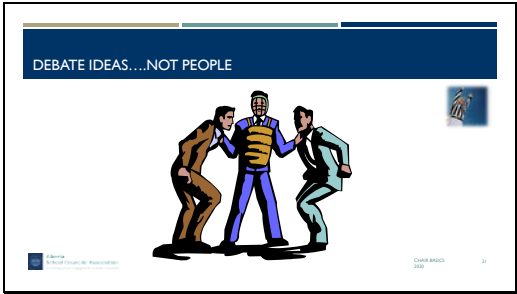
Slide 19



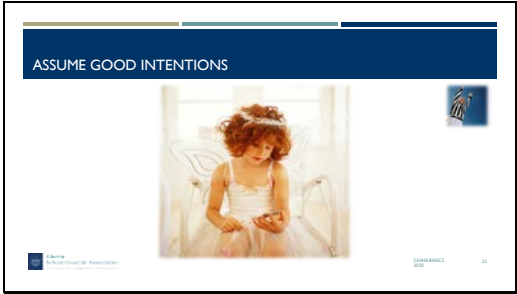
Slide 20



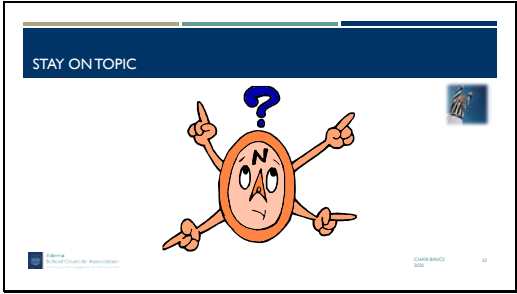
Slide 21



Slide 22



Slide 23



Slide 24



Slide 25

ADD, PRINT, POST AND DISTRIBUTE




Adapted from National Association of Public Meeting Administrators

CHAIR BASICS 2018

Slide 26

ROLE OF CHAIR DURING MEETINGS

- Exhibit neutrality
- Show fairness
- Be firm
- Direct discussion




Adapted from National Association of Public Meeting Administrators

CHAIR BASICS 2018

Slide 27

DIRECTING DISCUSSION

- Keep track of time
- Keep track of speakers
- Let me repeat that—**NOT!**
- Control dominating members
- Encourage quiet members
- Seek different ideas/dissenting opinions
- Direct the traffic
- Zero tolerance for bad behavior
- **Prepare standard phrases and use them!**



Adapted from National Association of Public Meeting Administrators

CHAIR BASICS 2018

Slide 28

DECISION MAKING

- **Consensus**
 - ❖ General agreement; all parties present can support the direction.



- **Voting**
 - ❖ Distinct result; direction is based on the wishes of the majority present.

© 2019 National Speech & Debate Association © 2019 NBD

Slide 29

MAKING MOTIONS


- **Make** the motion
- **Second** the motion, if required
- **State** the motion
- **Debate/discuss** the motion
 - ❖ Amendments, referrals, postponements, tabling, etc.
- **Vote** on the motion
- **State** the result of the vote

© 2019 National Speech & Debate Association © 2019 NBD

Slide 30

AMENDMENTS

- Three ways to **amend a motion**
 - ❖ To **insert** words
 - ❖ To **strike out** words
 - ❖ To **strike out** words and **add** other words
- **Simple** amendments
- **Friendly** amendments
- **Amendments to amendments**




© 2019 National Speech & Debate Association © 2019 NBD

Slide 31

USEFUL TIPS

- Refer (not "defer")
- Postpone to a definite time
- Table and take from the table
- Recess
- Withdraw a motion
- Point of Order




Alberta School Councils Association

Slide 32

CONCLUSIONS

- Role & responsibilities of the School Council Chair
 - ❖ **Leadership; Relationships; Communication**
- Strategies and tips on various aspects of chairing a meeting
 - ❖ **Agenda prep, managing a meeting, duties of other members**



Alberta School Councils Association

Slide 33

STAY INFORMED WITH ASCA

- 1.800.661.3470
- Twitter @Abschoolcouncil
- www.albertaschoolcouncils.ca (sign up for School Council Engagement Task Force, eNews; find templates; register for Meeting Mondays and/or Webinar Wednesdays; schedule virtual workshops for your school community)
- Facebook/pages/Alberta-School-Councils-Association

Alberta School Councils Association
