

## Roles and Responsibilities of EMSCC Executive Members

Position	Responsibilities	Length of Term
Chair	<ul style="list-style-type: none"> <li>• Schedule and call all executive and general meetings</li> <li>• Provide agendas for meetings</li> <li>• Facilitate meetings and discussions or delegate to another executive member</li> <li>• Lead communicator on behalf of Executive with Principal</li> <li>• Monitor executive contributions and ensure compliance with Constitution</li> <li>• Share in the duties and efforts of the EMSCC as agreed in meetings</li> </ul>	2 years
Vice-chair	<ul style="list-style-type: none"> <li>• Substitute for Chair as requested</li> <li>• Share in the duties and efforts of the EMSCC as agreed in meetings</li> </ul>	2 years
Past-chair	<ul style="list-style-type: none"> <li>• Provide continuity and guidance to incoming Chair</li> <li>• Share in the duties and efforts of the EMSCC as agreed in meetings</li> </ul>	1 year term following term as Chair
Treasurer	<ul style="list-style-type: none"> <li>• Maintain financial and incorporation records in accordance with EMSCC Constitution and provincial statutes</li> <li>• Provide financial information and statements to the Executive as required</li> <li>• Share in the duties and efforts of the EMSCC as agreed in meetings</li> </ul>	2 years
Secretary	<ul style="list-style-type: none"> <li>• Receive and distribute mail from school</li> <li>• Record, distribute and file minutes for all General Meetings</li> <li>• Update web-site</li> <li>• Share in the duties and efforts of the EMSCC as agreed in meetings</li> </ul>	2 years
Members at Large	<ul style="list-style-type: none"> <li>• Share in the duties and efforts of the EMSCC as agreed in meetings</li> </ul>	Appointed annually or when agreed by Exec
Principal / Teaching Staff Designate	<ul style="list-style-type: none"> <li>• Provide guidance and input from the school's perspective</li> <li>• Share in the duties and efforts of the EMSCC as agreed in meetings</li> </ul>	Ongoing during employment at EM school