

**Chairperson:**

- Meets regularly with principal to discuss school issues and develop meeting agenda.
- Standing items on the agenda should include:
  - Reviews minutes from last meeting
  - Updates from any sub-committee meetings or assigned projects
  - Reviews (Quarterly) progress towards objectives set in SIP
  - Requests agenda items for next meeting
  - Establishes next meeting date
- Leads meetings and facilitates distribution of agenda to all team members of the School Leadership Team
- Keeps the team focused on the topic of discussion
- Reminds team members about meetings at least one week in advance
- Assists in completing reports due for the team
- Facilitates the public notification of meetings

**Co-Chairperson:**

- Runs the meeting when the chairperson is absent
- Assumes all responsibilities of chairperson in the event that the chairperson is unable to complete term

**Recorder:**

- Takes minutes at all meetings
- Sends copies of minutes within one week to all School Leadership Team members
- Posts minutes of each School Leadership Team meeting no later than 10 days after the meeting, on school website and in a designated place that is visible to parents and teachers at the school
- Maintains copies of minutes and quarterly/annual reports, School Leadership Team Handbook, and other important documents

**Timekeeper:**

- Assists team in establishing the length of each meeting and/or the timeframe for each agenda item
- Monitors time throughout the meeting and reminds team of timeframe

**Team Members:**

- Attend meetings regularly
- Represent the interests of constituent group - not just their own
- Determine how to engage stakeholders in meaningful ways in school affairs
- Commit to working collaboratively with team
- Bring issues and concerns of constituent group to team meetings and communicates the activities and decisions made by the School Leadership Team
- Accurately communicate information from the School Leadership Team to their constituent group