

ST. JAMES ACADEMY PARENT COUNCIL
Council and Member Expectations

General Council Expectations:

- act in the sole interest of the growth and improvement of the Academy and its operations.
- coordinate the annual fundraising events for the Academy.
- start and complete projects of defined value to the strategic goals of the Academy, its Principal, Pastor, and Advisory Board.
- generate and maintain records of activities for future reference.
- prioritize the requirements of the Principal, the Pastor, and the Advisory Board into an action plan for the school year and beyond.
- provide accurate and timely reports of pertinent financial information.
- operate within the policy guidelines established by its Principal, Pastor, and Advisory Board.

Council Meeting Expectations:

- Meeting agenda will be developed and distributed via email to Council members at least one day prior to Parent Council meeting.
- Meeting minutes will be posted to Academy website within one week of meeting closure.
- Council members will participate in discussions in an open, objective manner.

Council Member Expectations:

- represent the parents, teachers, and students of their grades.
- communicate with and solicit to parents in the grades they represent, as needed.
- coordinate lunch duty as per the grade schedule.
- actively participate in at least one major event or project.
- provide members with the information and resources necessary for events and projects to succeed.

Council Relationship Expectations:

Advisory Board

- The Council expects to receive strategic direction from the Advisory Board.
- The Council expects to receive suggested projects from the Advisory Board.
- The Council is expected to make active progress towards the Board's strategic direction.
- The Council is expected to act with good judgment for issues taken on by the Council and then forwarded to the Board.
- The Council is expected to provide regular status reports to the Principal, the Pastor and the Advisory Board.

Principal and Pastor

- The Council expects to receive strategic direction from the Principal and Pastor.
- The Council expects to receive required projects from the Principal and Pastor.
- The Council is expected to make active progress towards the Principal's and Pastor's goals.
- The Council is expected to provide regular status reports to the Principal and Pastor.

Teachers, Parents & Students

- The Council expects to receive activity requests and questions from teachers, parents & students.
- The Council is expected to reply formally to all activity requests and questions.
- The Council is expected to voice the concerns of teachers, parents & students to the Principal, Pastor, and Advisory Board as appropriate.

9/14/15