

Hello Nighthawks Families,

Nominations are now open for all School Council and Nighthawks Parent Society positions. Below are the job descriptions for each position.

We are especially interested in someone joining us as Chair and Vice Chair as these positions will be vacant for the 26/27 school year.

Please reach out to either Dawn Barcham or Sarah Palinkas at spalinkas@telus.net with questions or nominations.

Thank you

School Council Positions:

Chair - Will be vacant in 2026/27

- Role Summary
 - The Chair provides leadership to the School Council, facilitates meetings, acts as the primary spokesperson, and represents the school council at the Board level.
- Key Responsibilities
 - Plan school council meetings and prepare meeting agendas
 - Facilitate and chair all school council meetings
 - Act as the official spokesperson for the School Council
 - Support the School Council's effective functioning.
 - Serve as the School Council's representative to the Board of Trustees' Council of School Councils (COSC)
 - Ensure the School Board receives the School Council's annual report
 - Lead consensus-based decision-making and bring closure to discussions

Vice Chair - Will be vacant in 2026/27

- Role Summary
 - The Vice Chair supports the Chair, ensures continuity of leadership, and assumes responsibility for privacy compliance and liaison with the fundraising society.
- Key Responsibilities
 - Assist the Chair with duties as assigned
 - Assume the duties of the Chair when the Chair is absent
 - Act as the School Council's designated Privacy Officer
 - Ensure compliance with the Personal Information Protection Act (PIPA)
 - Manage the handling of personal information appropriately

- Assume responsibility, in consultation with the School Council, for communication with the fundraising society

Secretary - Incumbent Sarah Palinkas

- Role Summary
 - The Secretary is responsible for accurate recordkeeping, documentation, and public accessibility of School Council information.
- Key Responsibilities
 - Record accurate minutes of all School Council meetings
 - Maintain records of School Council decisions and actions
 - Document and file all correspondence and communications
 - Maintain an accurate list of School Council members' names and addresses in compliance with PIPA
 - Ensure School Council materials are accessible to the public, including:
 - Meeting minutes
 - Relevant documents
 - School Council Resource Manual
 - Ensure records are maintained in an accessible location within the school

Treasurer - Incumbent Scott Murayama

- Role Summary
 - The Treasurer is responsible for keeping and reporting the financial records of School Council funds.
- Key Responsibilities
 - Maintain records of all the School Council's financial transactions.
 - Report on financial matters to the School Council
 - Ensure financial practices comply with:
 - School Council requirements
 - Calgary Board of Education (CBE) policies

Key Communicator - Incumbent Robert Brooks

- Role Summary
 - The Key Communicator serves as the liaison between the School Council and the Board of Trustees via COSC participation.
- Key Responsibilities
 - Act as a liaison between the School Council and the Board

- Attend Council of School Councils (COSC) meetings
- Bring Boardlevel information back to the School Council
- Support communication and information sharing between governance levels

Directors at Large / General Members

- Role Summary
 - Parents of students enrolled at North Trail High School form the broader membership and may hold Director at Large or General Council roles.
- Key Responsibilities
 - Attend School Council meetings
 - Participate in discussions and consensus decision making
 - Vote on motions and decisions when required
 - Support School Council goals and initiatives
 - Serve on committees when appointed

Parent Society Positions:

President - Will be vacant in 2026/27

- Role Summary
 - The Chair provides leadership to the School Council, facilitates meetings, acts as the primary spokesperson, and represents the school council at the Board level.
- Key Responsibilities
 - Plan school council meetings and prepare meeting agendas
 - Facilitate and chair all school council meetings
 - Act as the official spokesperson for the School Council
 - Support the School Council's effective functioning.
 - Serve as the School Council's representative to the Board of Trustees' Council of School Councils (COSC)
 - Ensure the School Board receives the School Council's annual report
 - Lead consensus-based decision-making and bring closure to discussions

Vice President - Will be vacant in 2026/27

- Role Summary
 - The Vice Chair supports the Chair, ensures continuity of leadership, and assumes responsibility for privacy compliance and liaison with the fundraising society.
- Key Responsibilities

- Assist the Chair with duties as assigned
- Assume the duties of the Chair when the Chair is absent
- Act as the School Council's designated Privacy Officer
- Ensure compliance with the Personal Information Protection Act (PIPA)
- Manage the handling of personal information appropriately
- Assume responsibility, in consultation with the School Council, for communication with the fundraising society

Secretary - Incumbent Sarah Palinkas

- Role Summary
 - The Secretary is responsible for accurate recordkeeping, documentation, and public accessibility of School Council information.
- Key Responsibilities
 - Record accurate minutes of all School Council meetings
 - Maintain records of School Council decisions and actions
 - Document and file all correspondence and communications
 - Maintain an accurate list of School Council members' names and addresses in compliance with PIPA
 - Ensure School Council materials are accessible to the public, including:
 - Meeting minutes
 - Relevant documents
 - School Council Resource Manual
 - Ensure records are maintained in an accessible location within the school

Treasurer - Incumbent Scott Murayama

- Role Summary
 - The Treasurer is responsible for keeping and reporting the financial records of School Council funds.
- Key Responsibilities
 - Maintain records of all the School Council's financial transactions.
 - Report on financial matters to the School Council
 - Ensure financial practices comply with:
 - School Council requirements
 - Calgary Board of Education (CBE) policies

Officers and Directors at Large

- Role Summary
 - Parents of students enrolled at North Trail High School form the broader membership and may hold Officer or Director at Large roles.
 - Other roles such as Chair: Fundraising, Chair: Casino, Chair: BBQ nominated and voted as required.
- Key Responsibilities
 - Attend School Council meetings
 - Participate in discussions and consensus decision making
 - Vote on motions and decisions when required
 - Support School Council goals and initiatives
 - Serve on committees when appointed

