



Roles and Responsibilities Template

Purpose of Committee: Why the committee exists.

Objectives: Actions: how they plan to achieve their goal.

Reports to: Link with School Council, principal, lead teacher

Membership: Include teacher, parent, student, administrator, public health nurse, principal, community members

Roles of Members/Chair: Outline tasks of members

Meetings: How often, when, how long and location

Decision Making: How will decisions be made: (by consensus or majority)
