

Chairperson	Secretary
Vice Chairperson	Publicity Officer
Class Rep	Treasurer

Write a report about how the school council spent its money	Look after the council's money
Help to prepare the agenda	Lead meetings if the chairperson is away
Make sure everyone knows when the meetings are	Prepare the agenda with the chairperson
Run meetings and lead discussions	Prepare the agenda with the chairperson
Talk to the teachers about what the school council thinks and its ideas for new activities	Make sure all council members are actively involved

Make sure that everyone who agrees to do something actually does it	Ask classmates what they would like to change in school
Report back to class after meetings	Encourage children to get involved with subcommittees
Look after the school council notice board	Prepare posters about school council activities
Put information about the school council onto the school website	