

CAPTAIN JOHN PALLISER SCHOOL COUNCIL (SC)

COUNCIL POSITIONS

1. EXECUTIVE POSITIONS

- **Chair** - Coordinates the activities of the SC executives and ensures activities are consistent with the SAC objectives. Shall preside at all SAC meetings.
- **Vice Chair** - Act as an assistant to the Chair.
- **Treasurer** - Monitor and record all financial activities of the SC.
- **Secretary** - Record, distributes and maintains meeting minutes.
- **Volunteer Coordinator(s)** - Coordinate volunteer needs and opportunities, and volunteer base within the school.
- **Key Communicator(s)** - Serve as liaisons between the SC executive and the Calgary Board of Education.
- **Kindergarten Representative** - Serve as the liaison between the Kindergarten and the SC executive.

CAPTAIN JOHN PALLISER PARENTS ASSOCIATION (PA)

1. Board of Directors

A. "Board of Directors," "Executive," or "Board" shall mean the Board of Directors of the Association.

a. Chair

The Chair shall have general knowledge of all activities of the Association and will carry out duties assigned by the Association.

- i. The Chair or designated alternate shall call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board.
- ii. The Chair shall be responsible for the preparation and distribution of an agenda for each General Meeting of the Membership.
- iii. The Chair will be the chief spokesperson for the Association, unless otherwise delegated.
- iv. The Chair or designated alternate shall be copied on all Association communications, including but not limited to minutes of all general meetings of the membership, and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-Chair in same.
- v. The Chair will clarify speaker statements, identify common points of view and attempt to achieve consensus among council members at all meetings.
- vi. The Chair shall have a vote in the event of a tie at any meeting.
- vii. The Chair will be an ex-officio member of all Committees.

b. Vice-Chair

- i. The Vice-Chair shall assist the Chair in all Association activities and will carry out other duties assigned by the Chair.
- ii. In the event of absence, resignation, incapacity, or extended leave of absence of the Chair, the Vice-Chair shall fulfill the Chair's responsibilities. In the absence of both the Chair and the Vice-Chair from meetings, a Chair may be elected or appointed at the meeting to preside.

c. Secretary

- i. It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate records of all facts and minutes of those proceedings in the books kept for that purpose, and to prepare these for distribution. Minutes from all General Meetings of the Membership shall be published to the Membership after they have been approved at the following General Meeting of the Membership.
- ii. A Physical copy of all records and Meeting Minutes shall be kept for six years at Captain John Palliser School.
- iii. In the absence of the Secretary, their duties shall be discharged by such Officer or Director as may be appointed by the Board.
- iv. The Secretary shall have charge of all the documentation of the Association and be under the direction of the Chair and the Board.
- v. The Secretary shall keep a Register of Members of the Association and their contact information, as required by the *Societies Act*, and shall send all Association Membership notices as required. The Register of Members must be renewed annually.

d. Treasurer

- i. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
- ii. The Treasurer shall properly account for the funds of the Association, keep such books as may be directed and disburse funds as required.
- iii. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Association and shall submit a copy of same to the Secretary for the records of the Association.
- iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
- v. The signing authorities of the financial accounts will be a minimum of two of the following elected Officers of the Association: Chair, Vice-Chair, or Treasurer.
- vi. The audited financials will be submitted as part of the Annual Return to Corporate Registry as required by the *Societies Act*.
- vii. The Treasurer shall renew Captain John Palliser Parent Association insurance policy annually every October.

2. Directors:

a. Casino Director

- i. The Casino Director shall be responsible for applying for casino dates through the AGLC on behalf of Captain John Palliser Parent Association.
- ii. Apply for Casino licensing, according to AGLC deadlines.
- iii. Schedule and coordinate volunteers to work at the Casino and ensure appropriate coverage.
- iv. Communicate with the Board and Members on all Casino matters as required.

3. A maximum of 2 Directors at Large – These positions are optional, and will be filled provided there are Members willing to do so:

Officers and Directors at Large - All Members of the Board will:

- i. Attend Annual, Regular and Special General Meetings of the Membership.
- ii. Be prepared for, attend, and actively participate in all Meetings of the Board.
- iii. Actively support the initiatives and actions of the Association.
- iv. Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
- v. Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
- vi. Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- vii. Participate in the development of the Association's plan and annual review.
- viii. Review the annual budget for the Association and submit to the membership for approval.
- ix. Assist in developing and maintaining positive working relations among the Board, committees, School and School Council to support and enhance education in the School community.
- x. Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- xi. Act as a leader and an ambassador of the Association.
- xii. Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
- xiii. Address operational concerns openly and with input from Board Members.
- xiv. Address personal concerns relating to Board Members' roles privately, constructively, respectfully and in a timely manner.