

## **Parent Association Roles**

Parent Association Webpage: [Parent Society](#)

Current Bylaws: [Parent Association Bylaws March 2023](#)

### **OFFICER DESCRIPTIONS**

#### **President**

The President shall have general knowledge of all activities of the Association and will carry out duties assigned by the Association in accordance with the Bylaws.

- Call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board including preparing agendas
- Be the chief spokesperson for the Association, unless otherwise delegated
- Be copied on all Association communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in same
- Shall have a vote at any meeting
- Be an ex-officio member of all Committees

#### **Vice-President**

The Vice-President assumes all responsibilities in the absence of the President and supports the President activities.

- Assist the President in all Association activities and will carry out other duties assigned by the President
- In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected
- In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside
- Be copied on all Association communications and will review any communications to the membership, parent body, School community or public prior to distribution

## Secretary

The Secretary is responsible for the management of the written materials of the Association.

- Attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution
- In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board
- Be in charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Board
- Keep a Register of Members of the Association and their contact information, as required by the *Societies Act*, and shall send all Association correspondence/notices as required (available from the school office)

## Treasurer

The Treasurer monitors and controls all financial transactions of the Association.

- Receives 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
- Properly accounts for the funds of the Association, keep such books as may be directed and disburse funds as required
- Presents 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
- Prepares, and submits with Board approval, any financial reports required by organizations and agencies in a timely manner
- Manages and communicates with the Bank regarding the signing authorities of the financial accounts. Maintains a minimum of two elected Officers of the Association to have signing authority

[Use of gaming proceeds | AGLC](#) - outlines how casino funds may be used for Education Groups

Note - Groups must use gaming proceeds within 36 months after receiving the proceeds. Any extension of this time must have prior written approval. The group must identify the amount, project end date and purpose.

[Financial reporting for charities | AGLC](#) - outlines financial reporting requirements for casino funds

## **DIRECTOR DESCRIPTIONS**

### **Fundraising Coordinator**

The Fundraising coordinator is responsible for coordinating all fundraising activities except for the casino and fun lunch.

- Working with the executive members to identify fundraising need and opportunities
- Contacting potential fundraising organizations, setting up fundraising accounts, and preparing information about upcoming fundraisers
- Delivering information to the Secretary about upcoming fundraisers to be included in newsletters
- Managing all aspects of fundraisers such as booking dates, recruiting volunteers, and managing the delivery of fundraising items to purchasers
  - Current fundraising initiatives include Cheque Writing Campaign through Education Matters, Skip the Depot, Mabel/s Labels, Cobbs Bread, Bacon n' More

[Maple Ridge School - EducationMatters](#) - make a cash donation directly to the school - run a cheque writing campaign during non-casino years or when the school has a specific wish list item they would like to raise funds for.

<https://app.skipthedepot.com/mapleridgepa> - register for a pick up through this link to donate your recyclables to the school. Use promo code RECYCLEEASY for no service fees.

['Mabels Labels: Support a fundraiser](#) - SEARCH Maple Ridge School (Calgary) - 20% of every purchase will go towards our school fundraiser when you add "Maple Ridge School (Calgary)" from the Support a Fundraiser tab.

[Cobs Bread](#) - Willow Park Location - Mention Maple Ridge School when making a purchase and 5% of sales will be donated to our school

### **Casino Coordinator**

Casino fund-raising events occur every 18-24 months. The Casino Coordinator is busiest during a casino year.

- Obtaining all appropriate licensing requirements from the AGLC and submitting the Request for Casino License, and other materials, as appropriate
- Helping to recruit and schedule volunteers for the next Casino event
- Completing final paperwork/reports after a Casino event, and submitting to the AGLC within the set time-frame

- previous casino fundraising events have raised \$60,000 - \$85,000 dollars for the school
- Next casino fundraiser will be Q4 2025

[Casino | AGLC](#) - Casino Fundraiser Info

## **Fun Lunch Coordinator**

The Fun Lunch Coordinator oversees and manages the Fun Lunch and Snacks program.

- Communicates with the Principal to ensure dates and times work with the school schedule
- Setups vendors for the year and coordinates deliveries and/or pickups as needed
- Coordinates volunteers for delivery of Friday Fun Snacks

<https://healthyhunger.ca/>

- Health Hunger fundraiser earned over \$17,000 in 2022/2023.
- Funds go to our main account and are used for special events, staff appreciation gifts and classroom enhancement funds (teachers allowance to buy classroom supplies).

[Fun Lunch Guidelines](#) - Calgary Board of Education Fun Lunch Guidelines

## **Social Media Coordinator**

Responsible for managing the school website and social media activities.

- Monitoring the school website and liaising with the Principal to update Parent Association website content and communications
- Monitoring and updating social media accounts as required (e.g. Facebook page and Instagram)
- Following the rules and guidelines laid out in the CBEs Social Media Guidelines for School Councils

[Social Media Guidelines for School Councils](#) - Calgary Board of Education Social Media Guidelines

[Maple Ridge School Parent Teacher Association](#) - Facebook Page

[Parent Society](#) - Maple Ridge School Parent Society Page

**All Members will:**

- Attend Annual, Regular and Special General Meetings of the Membership.
- Be prepared for, attend and actively participate in all Meetings of the Board.
- Actively support the initiatives and actions of the Association.
- Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
- Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
- Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- Participate in the development of the Association's plan and annual review.
- Review the annual budget for the Association and submit to the membership for approval.
- 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.
- Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- Act as a leader and an ambassador of the Association.
- 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.
- Address operational concerns openly and with input from Board Members.
- Address personal concerns relating to Board Members' roles privately, constructively, respectfully, and in a timely manner

**Helpful Parent Association Links:**

[Parent Societies & Associations | Get Involved | Calgary Board of Education](#) - Calgary Board of Education Parent Association Info

[Fundraising Associations: Alberta School Councils' Association](#) - Alberta School Councils Association - Parent Societies info on fundraising