



Hello Sacred Heart families!

As the school year comes to an end, so does this year's council. We will be having our **AGM (Annual General Meeting) on Wednesday, June 5th, 2019 in the school library at 6:30pm.** I would like to extend a personal invitation to all of our Sacred Heart Parents and Guardians to come out and be a part of this fun, welcoming and supportive team of people.

At the AGM we will be electing a new executive. If you would like to be part of the new executive, we would be happy to have you. In this package, you will see a description of all of the executive positions. Please have a look and see what position may interest you. The commitment is a 1 year term with the option of continuing on the next year. If the executive does not interest you, **please support your child's education by** being a parent at large to advocate for your child and your school, by simply **attending the school council meetings. The more voices we hear, the better represented our school population is.**

At the AGM we will also be presenting the year end reports. If you would like to know what School Council does or where the money gets spent, this would be a great time to come out and hear about it.

As your School Council Chair it has been an honour to represent and serve you. I am excited with the direction that school council has moved in and am very grateful for all of the wonderful parents at Sacred Heart School who always say yes when they are asked to help. You all have made this year go smoothly and effortlessly. Thank you from the bottom of my heart! I look forward to working with next year's council and parents at large so that together we can make Sacred Heart School a great place to be for our children.

Yours in Christ,
Christie Chrunik
Sacred Heart School Council Chair



Sacred Heart School Council

AGM Agenda

June 5, 2019

Welcome & Opening Prayer: Christie Chrunik

Presentation of Agenda: Christie Chrunik

Presentation of 2018 AGM minutes

Business: Christie Chrunik

1. Review of Operating Procedures

Reports:

Year End Report: Christie Chrunik

Treasurer's Report: Christie Chrunik

Elections:

Review of Executive Positions

1. Chair:
2. Vice-chair:
3. Treasurer:
4. Secretary:
5. Fundraising Coordinator:

Meeting Adjourned:

Next Meeting Date:



EXECUTIVE DUTIES

Some of these duties may change slightly if proposed Operating Procedures are passed.

Chairperson

It is expected that the School Council Chairperson will be a parent of a student attending the school: The Chairperson of the School Council will:

- Chair all meetings of the School Council
- Coordinate with the principal to establish meeting agendas
- Communicate with the principal on a regular basis
- Call regular School Council meetings
- Decide all matters relating to rules of order at the meetings
- Ensure compliance with current Follow existing School Council operating procedures
- Ensure that minutes are recorded and maintained
- Have general supervision of all activities of the School Council
- Be the official spokesperson of the School Council
- Ensure there is regular communication with the school community, beyond those who attend meetings
- Stay informed about STAR School Board Policies that impacts School Council
- Prepare an annual report in conformance with the Regulations

Vice Chairperson

The Vice-Chairperson of the School Council will:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council
- Work with and support the Chair in agenda preparation



- Promote teamwork and assist the Chair in the smooth running of the meetings
- Keep informed of relevant school and school board policies
- Aid the Chair and undertake tasks assigned by the Chair

Secretary

The Secretary of the School Council will:

- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting
- Keep minutes, correspondence, records and other School Council documents, including the operating procedures
- Maintain a dated record of all the members of the School Council and their contact information.
- Ensure notice of meetings and other School Council events is distributed.
- Give notice of any special meetings.
- In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.
- Have signing authority on any financial accounts together with the Chair and/or the treasurer
- The secretary is responsible for maintaining a hard copy of monthly minutes that will be kept on site at the school. This folder will be presented at the AGM meeting yearly to maintain accurate records.
- Be responsible for keeping and maintaining a hard copy of Operating Procedures on site at the school.



Treasurer

The Treasurer of the School Council will:

- Keep accurate records of all financial transactions
- Ensure that records are available upon request of the school council, school board or public.
- Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order
- Be responsible for including and limited to monitoring the funds of the four quadrants - Sports, Fine Arts, Music and Faith Formation.
- Present a full detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report.
- Have signing authority on any financial accounts together with the Chairperson and/or Secretary

Past Chairperson

The Past Chairperson of the School Council will:

- Serve in an advisory capacity to the new School Council
- Act in the absence of both the chair and vice-chair

Fundraising Coordinator

The Fundraising Coordinator of the School Council will:

- Gather information and present ideas/projects to the executive and parents at any regular school council meeting.
- Organize fundraising projects
- Assist Chair, Vice Chair, Secretary and Treasurer with all fundraising activities.