

W.H. Croxford School Council



NOTICE OF ANNUAL GENERAL MEETING

Wednesday, September 20th, 2017

6:30 pm

W.H. Croxford High School

In accordance with the approved bylaws for the W.H. Croxford School Council, please note that the W.H. Croxford School Council Executive will hold its Annual General Meeting followed by a regular meeting on Wednesday, September 20th, 2017.

We are currently looking for individuals to fill the following positions on the executive:

	Vice Chair	Treasurer	Secretary
Responsibilities	<ul style="list-style-type: none"> - Assist the Chairperson in carrying out his/her duties. - Assume the responsibilities of the Chairperson in the event that he/she is not available for a meeting. - Assume other duties and responsibilities as assigned by the School Council. - Act as a signing authority for the School Council. 	<ul style="list-style-type: none"> - Report all financial transactions of the Council, presenting an account of funds at every School Council meeting. - Assume other duties and responsibilities as assigned by the Council. - Prepare an annual financial report for the Council. - Coordinate the fiscal responsibilities for any School Council fundraising events. - Act as a signing authority for the School Council. 	<ul style="list-style-type: none"> - Keeps accurate minutes and records of Council meetings - Look after School Council correspondence - Assume other responsibilities and duties as assigned by the Council - Attend School Council meetings - Assume other duties and responsibilities as assigned by the School Council
Time Commitment	Up to 2 meetings per month and additional time as required	Up to 2 meetings per month and additional time as required to update and manage financial statements	Up to 2 meetings per month and additional time for banking and compiling reports

A formal agenda will be available on the W.H. Croxford website by Friday, September 15, 2017. If you are interested in becoming involved with the School Council please attend the meeting and put your name forward.

Thank you,

Your School Council Executive