

NOTICE OF ANNUAL GENERAL MEETING

Tuesday, September 18th, 2018

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 on Tuesday, September 18th, 2018.

Why Parents/Guardians Join School Council:

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| <ul style="list-style-type: none"> • To support your child • To get to know the community • To help the students and staff • To have an impact • To be an agent of change • To keep learning • To be an advocate • To donate your professional skills • To assure progress | <ul style="list-style-type: none"> • To be informed of W.H. Croxford's progress • To maintain an interest in education • To be challenged • To contribute to the school • To model participation • To demonstrate how values can be actions to your children |
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We are currently looking for individuals to fill the following positions on the executive:

Position	Responsibilities	Time Commitment
Chair	<p>It is expected that the School Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair of the School Council will:</p> <ol style="list-style-type: none"> 1) Chair all meetings of the School Council; 2) Coordinate with the Principal to establish meeting agendas; 3) Communicate with the Principal on a regular basis; 4) Decide all matters relating to rules of order at the meetings; 5) Ensure that School Council Operating Procedures are current and followed; 6) Be the official spokesperson of the School Council; 7) Ensure that there is regular communication with the whole School community; 8) Review any communication to the School community prior to distribution and include the Principal in same; 9) Stay informed about School Board policy that impacts School Council; 10) Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or the Treasurer; 11) Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th; 12) Have general responsibility for all activities of the School Council. 	<p>Up to 2 meetings per month and additional time as required</p>

Vice Chair	<p>Unless otherwise delegated, the Vice Chair of the School Council will:</p> <ol style="list-style-type: none"> 1) In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities; 2) In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council; 3) Work with and support the Chair in agenda preparation; 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council; 5) Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School; 6) Promote teamwork and assist the Chair in the smooth running of the meetings; 7) Keep informed of relevant School and School Board policies; 8) Prepare to assume the position of Chair in the future; 9) Have signing authority, if required, on any financial accounts together with the Chair and/or the Treasurer; 10) Assist the Chair and undertake tasks assigned by the Chair. 	<p>Up to 2 meetings per month and additional time as required</p>
Treasurer	<p>Unless otherwise delegated, the Treasurer of the School Council will:</p> <ol style="list-style-type: none"> 1) Keep accurate records of all financial transactions; 2) Ensure that records are available upon request of the School Board, public or School community; 3) 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; 4) Have signing authority on any financial accounts together with the Chair and/or Vice-Chair; 5) Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report. 	<p>Up to 2 meetings per month and additional time as required to update and manage financial statements</p>

A formal agenda will be available on the W.H. Croxford website by Friday, September 7, 2018. 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