

THE PARENT COUNCIL EXECUTIVE

- The Executive Council shall consist of an elected Chair, Vice-Chair, Secretary and Treasurer to be elected at the first Council meeting at the Annual General Meeting in September.
- The role of the Executive is to carry out specific duties as outlined in section 5. All Parent Council activities and decisions must be approved at Parent Council meetings.
- Executive positions can run consecutive terms as long as the membership continues to nominate and elect that member in each election year.

POSITIONS AND DUTIES OF OFFICERS

The Role of the Chair:

- Shall prepare an agenda for all meetings.
- Shall preside at all meetings of the Parent Council.
- Shall call the meeting to order on time or as soon as a quorum is present. If no quorum is present within ½ hour of the stated meeting time, the meeting will be cancelled or informal discussions held.
- Shall announce each item of business as it arises and call on the proper person to speak.
- Shall ensure that a motion is stated clearly before allowing discussion.
- Shall recognize members who are entitled to the floor.
- Shall call for a vote on motions for final decision by the Parent Council.
- In order to expedite the conduct of business and provide opportunity for all members to participate, the Chair shall:
 - Keep a speaking list and announce the list periodically.
 - Ensure efficient and orderly progression through the agenda.
 - Ensure the discussion is on topic.
 - Ensure all members have the opportunity to participate and that no one or more members dominates the proceedings.
 - Shall maintain order, proper conduct and decorum during the meeting.
 - In the absence of provisions in this Constitution/By-Law, "Robert's Rules of Order" will be followed.
 - Clearly state the motion or topic of consideration and ensure members are ready for the vote or that consensus has been reached, then move on to another topic.

- Shall take such action or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- Shall be a signing officer.
- Shall be the official spokesperson for the Parent Council at school events.
- Shall conduct business with respect to the rights and obligations of each member.
- Shall manage the Lord Roberts School PAC email.
- Shall prepare any Parent Council news to be included in the school's regular communications.
- Shall provide all files/records to the school any and all materials relating to the Parent Council in their possession at the end of their term of office to the principal.
- Shall ensure the Treasurer submits financial statements to the Principal for review.
- Shall oversee all matters pertaining to the operation of the lunch program.

The Role of Vice-Chair:

- shall chair all meetings in the absence of the Chair. In the absence of both these Officers, parent council shall elect an acting Chair.
- shall assume the position of Chair in the event of the resignation of the Chair on an interim basis for the remainder of the current school year if a new chair cannot be obtained through a special meeting to vote in a new chair.
- shall take such action or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- shall conduct business with respect to the rights and obligations of each member.
- shall be a signing officer.

The Role of the Secretary:

- Shall record the minutes of all meetings for approval at the next meeting and file a copy of the approved minutes with the school.
- Shall be responsible to provide the draft minutes to the Chair and Principal for review, within 10 business days following the meeting.
- Shall keep a copy of the Constitution, and a permanent record of activities of the Parent

Council during their time of office and deliver to their successor in office all official correspondence and records.

- Shall coordinate sending a note home in beginning of September with calendar of events.
- Shall coordinate sending a note home in May with a review of the year and AGM/elections notice.
- Shall prepare Monthly meeting Sign In Sheets/Agendas on printed letterhead.
- Shall post approved minutes online with assistance from school support staff.
- Shall keep all standard correspondence, policies and administrative content as well as a copy of all meeting minutes on the school website.

The Role of the Treasurer:

- Shall provide a current official statement from the financial institution at the end of each year.
- Shall present a statement of account and balance sheet to the Annual General Meeting for approval.
- a copy of the approved statement of account and a copy of the balance sheet should be filed at the school.
- Shall be responsible for and reporting on the accounts of the organization.
- Shall be a signing officer on all accounts.
- Shall maintain good record keeping of all financial activities of the Parent Council using acceptable accounting standards.
- Shall prepare and make available a financial report for each meeting.
- Shall ensure that another financial signing officer has access to the books and banking papers in the event of their absence.
- Shall prepare a monthly financial statement for approval by the Parent Council.
- Shall ensure all funds collected through fundraising activities are deposited at a banking institution immediately after or as soon as possible after each event.
- Shall provide the school any and all materials relating to the Parent Council that are in their possession at the end of their term of office.