

St. Bonaventure's College Parent Auxiliary Terms of Reference

The St. Bonaventure's College Parent Auxiliary (PA) is a committee of parent volunteers with a mandate to foster school spirit. We aim to meet once monthly during the school year to plan events for the school community and to offer support to the school as it falls within the PA's mandate.

Composition

The SBC PA consists of Class Representatives, Members at Large and an Executive consisting of President, Vice-President, Treasurer, Special Events Coordinator and Secretary.

Eligibility: Any member in good standing (parent or legal guardian of a student currently registered) is eligible for a PA position.

- **Class Representatives** – A minimum of one person per homeroom class or grade will be appointed to be a class representative. Duties include communication liaison between PA and parents, helping to recruit volunteers for school events, attending monthly PA meetings, supporting PA-sponsored events as required.
- **Members at Large** – Strive to appoint a minimum of one at large representative each for: Primary (K-3), Elementary (4-6), Junior High (7-9) and High School (10-12). Duties will include supporting class representatives as needed, attending monthly PA meetings and supporting PA-sponsored events as required.

Executive:

- **President** – The president shall preside over meetings of the PA and executive, serve as the primary contact for the administration, represent the PA at outside meetings and coordinate the work of all the members and committees so that the purpose of the PA is served.
- **Vice President** – The vice president shall assist the president and carry out the president's duties in their absence or inability to serve.
- **Secretary** - The secretary shall keep all records of PA, take and record minutes, prepare

the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also checks the PA email account, keeps a copy of the minutes book, membership list, and any other necessary supplies, and brings them to meetings.

- **Treasurer** – The treasurer shall receive all funds of the PA, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the executive. They will present a financial statement at every meeting and at other times of the year when requested by the executive, and make a full report at the end of the year.
- **Special Events Coordinator** – The special events coordinator will be responsible for overseeing all community events and receptions hosted by PA. Duties include: enlisting event chair(s), recruiting volunteers, managing necessary resources and maintaining event notes.

Annual General Meeting

Meeting Details: All PA positions are appointed at the June Annual General Meeting (AGM). Notice is given to the school community in advance of the AGM to invite all those interested in joining the PA or learning about the PA's work, to attend.

This meeting will include a year-end report from the president and financial report from the treasurer. A tentative Budget and Calendar of Events for the following school year will also be presented by the executive for approval by the PA. Once the business of the concluding school year is complete, the election of the PA for the following school year will begin. The election will be chaired by someone not seeking election for an executive position (either PA or non-PA member).

Recruitment: The executive will ask school administration to email all parents with information about the PA and what roles need to be filled. This will be sent out a minimum of two weeks prior to the AGM, with follow up email and social media reminders.

Nominations: Nominations can be made in advance for those unable to attend the meeting, or in person at the meeting. Voting will be done by voice unless there is more than one candidate for an executive position. In this case, a ballot vote will take place.

Terms of office: PA members are elected for one year and may serve consecutive terms in the

same office. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Meetings

Day and Time: Meetings will generally be held monthly (weeknight to be determined each year based on availability of the majority) at 7:00 pm in the Mullock Hall Resource Centre, unless holidays, other school events or unforeseen circumstances make it necessary to reschedule.

When it is not possible to meet in person, meetings will be held virtually (using Zoom or other electronic meeting platform).

The president (or vice president in the president's absence) will chair each meeting.

Agenda and Minutes: The secretary will keep minutes of each meeting and distribute to PA members for review prior to the following meeting. The secretary, in consultation with other executive members, will draft and distribute the meeting agenda prior to each meeting.

Quorum: For motions requiring a vote, a quorum will be considered 5 PA members. In the event that an issue arises in between regularly scheduled meetings or the PA is unable to meet in person, PA members may be briefed and asked to vote via email to ensure a timely response.

Motions: The following will require a motion and vote by the PA: Minutes of each meeting, Annual Budget and Calendar of Events, Approval of new Events/Activities suggested by school administration, Disbursements of funds not previously approved in the Budget.

Meetings with School Administration: The PA executive will endeavor to meet in person or virtually, early in the school year and mid-year, at a minimum, to ensure open communication with school administration.

Parent Communication

Class Email Lists: Class representatives will be provided with an email contact list for their classes early in the new school year. This list will only include parents who have completed a consent form indicating their desire to receive PA correspondence. Parents requesting removal from the

email list shall be promptly obliged. All emails must be sent using the Blind Carbon Copy (Bcc) function to ensure that no email addresses are visible to recipients.

Email Guidelines: Class representatives will be asked to pass along information about PA events to their classes and to seek volunteers and donations for events, as determined by the PA. Only emails pertaining to PA events/initiatives can be sent by class representatives to parents. Any inquiries received from parents, not pertaining to PA business, can be directed to the appropriate administrator (Head of School or Academic office).

The secretary will distribute requests to class representatives to correspond with parents about PA events and initiatives.

Special Events

Special Events Coordinator Role: The special events coordinator will draft all Sign Up Genius sign ups for special events and ask that they be distributed to PA members via the secretary.

Event Volunteers: The Special events coordinator will oversee the planning and volunteer coordination for all events, but will seek event chairs to lead each event, along with team leads for portions of larger events.

The PA will require volunteers from the wider school community (parents, grandparents and senior students) to execute most events.

Event Expenses: Any purchases made for events will be based on the event budget. Receipts should be emailed to the PA executive for approval. Once any two members of the executive approve the expense, a check for reimbursement will be issued by the treasurer.

Finances

Treasurer Role: The treasurer will receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval process.

Financial Statements: The treasurer will present a financial statement at every meeting and at other times of the year when requested by the executive, and make a full report at the end of the year.

Budget: The treasurer, in consultation with the executive, will draft a budget for the school year, to be approved by a quorum of the PA at the AGM. This may be revised at the first meeting of the school year based on events that arise and consultation with school administration.

Requests for Funds: Approval of funds requested by school interests outside of the PA will be granted based on feasibility within the current budget and the goal of the request falling within the PA's mandate. A quorum will be needed to approve disbursements of funds not included in the approved annual budget.

Account Balance: The PA will endeavor to begin each school year with a minimum of \$3000 in the committee bank account. Funds in excess of this amount at the end of the school year may be distributed at the PA's discretion, by a vote, requiring a quorum.

Account Signatories: Two authorized signatures shall be required on all checks. Authorized signers include the President, Vice President, Treasurer, Secretary and Special Events Coordinator. These officials will be updated annually with the PA bank (Currently Scotiabank, Churchill Square).

Adopted on May 4, 2021

EXECUTIVE COMMITTEE MEMBERS:

President: Laura Martin-Cahill

Vice President: Alison Drover

Secretary: Kristann Templeton

Treasurer: Paulette Coady

Special Events Coordinator: Jillian Currie