

DUTIES OF THE EXECUTIVE MEMBERS

A. Chairperson

It is expected that the SPA Chairperson will be a parent of a student attending the school. Unless otherwise delegated, the Chairperson of SPA will:

- 1) Chair all meetings of SPA;
- 2) Coordinate with the Chairperson of School Council to establish meeting agendas;
- 3) Communicate with the Chairperson of School Council on a regular basis;
- 4) Call regular SPA meetings;
- 5) Decide all matters relating to rules of order at the meetings;
- 6) Follow existing SPA bylaws / operating procedures;
- 7) Ensure that minutes are recorded and maintained;
- 8) Have general supervision of all activities of SPA;
- 9) Be the official spokesperson of SPA;
- 10) Ensure regular communication with school staff and administration, and other schools.
- 11) Ensure there is regular communication with the school community, beyond those who attend meetings;
- 12) Stay informed about provincial and school board policy that impacts SPA;
- 13) Ensure proper gaming licenses and any other membership that would benefit SPA.
- 14) Submit annual society reports and financial reports to Revenue Canada, submitting reports as required by Alberta Gaming and Liquor Commission (AGLC), and ensuring SPA directors and officers are properly documented for the society;
- 15) Ensure adequate and proper insurance coverage is maintained each school year.
- 16) Ensure the appropriate management, in compliance with Personal Information Protection Act (PIPA), of all personal information collected on behalf of SPA;
- 17) Promote teamwork within SPA. Encourage feedback and participation from members. Communicate information of interest to SPA. Share information from SPA meeting with the school community. Respect confidentiality.

B. Vice Chairperson

Unless otherwise delegated, the Vice-Chairperson of SPA will:

- 1) In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
- 2) In the absence of the Chairperson, supervise the affairs and preside at any meetings of SPA;
- 3) Work with and support the Chairperson in agenda preparation;
- 4) Assume responsibility, in consultation with SPA, for communicating with School Council;
- 5) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- 6) Keep informed of relevant provincial and school board policies;
- 7) Prepare to assume the position of Chairperson in the future;
- 8) Aid the Chairperson and undertake tasks assigned by the Chairperson;
- 9) Ensure the appropriate management, in compliance with Personal Information Protection Act (PIPA), of all personal information collected on behalf of SPA;
- 10) Promote teamwork within SPA. Encourage feedback and participation from members. Communicate information of interest to SPA. Share information from SPA meeting with the school community. Respect confidentiality. Identify possible topics for agendas and inform the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of SPA will:

- 1) Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the SPA meeting;
- 2) Keep minutes, correspondence, records and other SPA documents;
- 3) Maintain a dated record of all the members of SPA who have knowingly provided their contact information, in compliance with Personal Information Protection Act (PIPA);
- 4) Distribute notices of meetings and other SPA events as required;
- 5) Ensure all materials relating to SPA, all meeting minutes and any relevant documents are available to the public in an accessible location in the School;
- 6) Promote teamwork within SPA. Encourage feedback and participation from members. Communicate information of interest to SPA. Share information from SPA meeting with the school community. Respect confidentiality. Identify possible topics for agendas and inform the Chair.

In the absence of the Secretary, SPA shall choose a recording secretary for the meeting.

D. Treasurer

Unless otherwise delegated, the Treasurer of the School Council will:

- 1) Keep accurate records of all financial transactions;
- 2) Ensure that records are available upon request of the school board or public;
- 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 Chairperson, Vice Chairperson, and Secretary;
- 5) 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;
- 6) Ensure the appropriate management, in compliance with Personal Information Protection Act (PIPA), of all parent volunteer personal information collected on behalf of the School Council;
- 7) Promote teamwork within the School Council. Encourage feedback and participation from members. Communicate information of interest to the School Council. Share information from School Council meeting with the school community. Respect confidentiality. Identify possible topics for agendas and inform the Chair.

E. Social Coordinator(s)

Unless otherwise delegated, the Social Coordinator(s) of SPA will:

- 1) Create Committees as required by SPA. Create Committee Terms of Reference (see Appendix D for template), receive approval of the Committee Terms of Reference from the Executive members, and ensure the emails by Committee members are cc'd to the Social Coordinator, Chair, and Vice Chair.
- 2) Update on each Committee at SPA meetings.
- 3) Ensure the appropriate management, in compliance with Personal Information Protection Act (PIPA), of all personal information collected on behalf of SPA;
- 4) Promote teamwork within SPA. Encourage feedback and participation from members. Communicate information of interest to SPA. Share information from SPA meeting with the school community. Respect confidentiality. Identify possible topics for agendas and inform the Chair.