

**James Fowler High School Parent Council
and Parent Society**

NOTICE OF AGM

Tuesday September 19th, 2017

6:30 pm

Please join us for our Annual General Meeting.

Elections for Council will take place –

Positions are – Chair, Vice Chair, Secretary, and Key Communicator

Elections for Parents Society will take place –

Positions are - President, Vice President, Secretary, Treasurer, and Casino Coordinator

If you have any questions as always, please contact me

Erica Foley

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See below for Job Descriptions

Job Descriptions (These are meant to give general info)

James Fowler High School Council

Chair – A parent of James Fowler Student enrolled in the school. This person will oversee the Council activities and need to be able to work collaboratively with other members, school administration and staff of the school.

Typical Chairing Duties include:

- **Calling regular school council meetings**
- **Preparing agendas for school council meetings**
- **Chairing and maintaining meeting decorum (keeping things on track and respectful)**
- **Ensuring that minutes are recorded and maintained**
- **Communicating with the principal on a regular basis**
- **Ensuring there is a regular communication with the school community beyond those who attend meetings**
- **Completing the annual school report – summary of previous years' activities for the School board**
- **Carries out other duties as may be required**

Vice-Chair – A parent of James Fowler Student enrolled in the school.

Typical Duties include:

- **Chair meetings, in the event the chair is unavailable**
- **Assumes all responsibilities of the Chair in his/her absence**
- **Carries out other duties as may be required**
- **Prepares to assume responsibility of chairperson in the future**

Secretary – A parent of James Fowler Student enrolled in the school.

Typical Duties include:

- **Attends meetings and keeps accurate minutes of the Council**
- **Ensures that a record of names, addresses of all Elected Members of the council is kept while remaining compliant with all Provincial and Federal Privacy laws.**
- **Is responsible for the Council's correspondence**
- **Carries out other duties as may be required**

Continued

Key Communicator –A parent of James Fowler student enrolled at the school.

Person who will attend scheduled meetings of Council of School Councils and other meetings that will provide information that is of value to our school. The Key Communicator will then report back to our Council with relevant information.

Job Descriptions These are meant to give general info)

James Fowler High School Parent Society

President – See above and replace Society where Council

Vice- President – See above and replace Society where Council

Secretary – See above and replace Society where Council

Treasurer – A parent of James Fowler Student enrolled in the school.

- **Receives and deposits all monies paid to the Society**
- **Properly accounts for the funds of the Society and keeps accurate records**
- **Presents a full detailed account of revenues and expenditures at the meetings**
- **Makes sure an audited statement of the financial position of the Society is prepared and presented at the Annual Meeting**
- **Carries out other duties as may be required**

Casino Coordinator – A parent of James Fowler Student enrolled in the school.

- **Coordinates casino activities**
- **Files all necessary documents relating to Casino matters**
- **Carries out other duties as may be required**