



EXECUTIVE ROLE OVERVIEW

Wednesday, May 12, 2021
7:00 pm

SOCIETY - THE MONEY

COUNCIL - THE VOICE & VOLUNTEERS

Enrich and enhance
academic and social
opportunities at
Escuela Glenmeadows
School



SOCIETY POSITIONS

Chair

Vice Chair

Secretary

Treasurer

Directors: Casino Coordinator,
Fun Lunch, Admazing Coupon
Coordinator, Fiestaval
Planning, Grant writing

EgsSociety@gmail.com

COUNCIL POSITIONS

Chair

Vice Chair

Secretary

Volunteer Coordinator

Key Communicator

Members at Large: Community Liaison,
Class Reps

Committees: STEM, Library & Literacy,
Language & Culture, Outdoor, Grade 6
farewell

schoolcouncilegs@gmail.com

ESCUELA GLENMEADOWS SCHOOL SOCIETY

Chair responsibilities

- Chair general meetings and meetings of the board
- Prepare agendas for executive meeting and full Society meetings
- Ensure that minutes of Society meetings are recorded and maintained
- Facilitate the resolution of conflict
- Communicate with the school principal on behalf of the Society
- Act as a signing officer
- Act as a spokesperson for the Society and promote the Society's purpose
- Prepare a report for AGM and each regular meeting
- Assist with creating budget for the Society
- Created fundraising plan
- Carry out other duties as required

ESCUELA GLENMEADOWS SCHOOL SOCIETY

Vice Chair responsibilities

- Preside over general meetings in the absence of the Chair
- Act as a signing officer
- Assist with creating budget for the Society
- Assist with creating fundraising plan
- Carry out other duties assigned by the board

ESCUELA GLENMEADOWS SCHOOL SOCIETY

Secretary responsibilities

- Keep copies of the bylaws
- Keep a record of officers, director, committee members
- Ensure there is a quorum at board meetings
- Keep accurate minutes of meetings and ensures they are posted on the school website
- Provide notice of general meetings and AGM in accordance with bylaws
- File and keep a record of annual return, changes of directors and other documents with Alberta Registry
- Carry out other duties assigned by the board

ESCUELA GLENMEADOWS SCHOOL SOCIETY

Treasurer responsibilities

- Act as a signing officer
- Make sure a detailed account of revenue and expenses is presented to the board as requested
- Make sure all monies paid to the Society are deposited into the bank
- Create a budget, fundraising plan and audited statement of financial position
- Carries out other duties as assigned by the board

ESCUELA GLENMEADOWS SCHOOL SOCIETY

Director responsibilities

- Attend executive monthly meetings
- Carries out activities as assigned by the board
- Assists with Admazing, Fun lunch, Fiestaval Planning committee, Casino Coordinator

ESCUELA GLENMEADOWS SCHOOL SOCIETY

Casino Coordinator responsibilities

- Communicate with AGLC
- Hire a Casino Advisor
- Complete all necessary AGLC paperwork prior to casino
- Create a volunteer sign up to obtain all necessary volunteers and back up for all casino shifts
- Communicate via Sabes Que/Parent network as necessary

ESCUELA GLENMEADOWS SCHOOL SOCIETY

Admazing Coupon Coordinator responsibilities

- Coordinate with Admazing coupon for delivery of the books
- Distribute communication to parents to promote (letter/Sabes Que announcements
- Track all daily sales (monies and book)
- Provide a report on final sales

ESCUELA GLENMEADOWS SCHOOL SOCIETY

Fun Lunch Coordinator(s) responsibilities

- Setup dates for lunches (Ray/principal approve)
- Contact each location to confirm dates; also confirm again one week prior to date
- Snack 9am delivery is suggested; lunch delivery time will vary based on your needs to deliver it
- Setup healthy hunger with fun snacks and fun lunches (add extra snack options with lunches where applicable)
- Send welcome email - explain kindergarten snacks only, gluten free options when available, healthier therefore no juice or sugar snacks provided (bring water and own snacks or order if an option) - lowers cost and reduce straws
- Send reminders (AM/PM kindergarten; gluten free)
- Volunteer signups to help sort/deliver
- Subway - add cheese, mustard, spinach
- Print signup sheets for actual day
- Almuerzo Delicioso - empanadas, paella, Peters, etc

ESCUELA GLENMEADOWS SCHOOL SOCIETY

Grant Writers responsibilities

- Work with School Administration and Chair to explore grant opportunities for the school
- Write the grant on behalf of the school/Society

Fiestaval Planning Lead responsibilities

- Spearhead the Fiestaval planning committee
- January – June timeline
- Create a timeline for the day
- Obtain food vendors
- Organize games/events/raffle
- Work with volunteer coordinator to recruit volunteers for the event

ESCUELA GLENMEADOWS SCHOOL COUNCIL

Chair responsibilities

- Coordinate meetings
- Communication – admin, society, school community
- Spokesperson for
- Ensure productive executive and committees
- Conflict resolution
- Comply with Council operating procedures, regulations and CBE Regulations
- Stay informed about Board policy that impacts school council

ESCUELA GLENMEADOWS SCHOOL COUNCIL

Vice Chair responsibilities

- Fill in for chair when necessary
- Support Chair in chair responsibilities
- PIPA compliance
- Communication with society, committees, parent groups
- Undertake tasks assigned by chair

ESCUELA GLENMEADOWS SCHOOL COUNCIL

Secretary responsibilities

- Recorder/minutes of meetings
- Record keeper
- Maintain record of PIPA compliance
- Distribute agendas, minutes, notices of meetings, notices of other events

ESCUELA GLENMEADOWS SCHOOL COUNCIL

Key Communicator responsibilities

- Build and enhance connection between parents/school communities and the CBE
- Attend Council of School Council (COSC) meetings as a representative of EGS
- Receive Key Communique newsletter and share information back with EGS school council and school community
- Send emails to parent network regarding school events and other council-related information

COMMITTEES & MEMBERS

STEM – Support STEM events and initiatives at the school

Library & Literacy – coordinate library volunteers, literacy support volunteers, book fair support, reading challenges

Outdoor – Opportunities for outdoor space and activities eg. Winter Olympics, compound, garden improvement

Language & Culture – event coordination and promoting infusion of spanish language & culture into school events

Grade 6 farewell

Community Liaison

ESCUELA GLENMEADOWS SCHOOL COUNCIL

Volunteer Coordinator responsibilities:

- Be responsible for planning and communicating volunteer opportunities to Parents or community members;
- Ensure that teachers and administrators are supported with volunteers when appropriate;
- Manage the Volunteer Sign Up system (website or other) to deliver effective and efficient support.

Volunteer Coordinator responsibilities:

- Maintain gmail account
- Maintain generic signup.com website
- Add events/tasks on signup.com
- Checks signup request for errors or conflicts with other events
- Links new tasks/event to signup.com school page and announces new event/tasks via Sabes Que, FB, parent reps
- Monitor tasks to ensure getting volunteers
- Remove/unlink tasks once event is complete
- Provide a weekly update for Sabes Que. Emphasize tasks/events needing volunteers.
- Monthly summaries of areas to thank
- Reports on numbers
- Attend exec meetings and parent council meetings