

Alexander School Parent Council

Terms of Reference

Date of Adoption: **May 2022**

Purpose

The Alexander School Parent Council is a group of parents, guardians and school staff who actively support community engagement and involvement in Alexander School by:

- Seeking to improve student achievement, well-being and fun
- Complete fundraising activities to meet future project goals as well as existing expenditures
- Facilitating and funding the operation of a daily canteen for snack purchases and lunch warm-ups (through collection of lunch fees)
- Providing support (including financial), recognition, information and advice to staff where needed

Membership

Membership is open to parents or caregivers of students attending Alexander School as well as staff of Alexander School and members of the Alexander community. The Principal is the primary staff liaison. Voting rights are limited to those having children attending Alexander School. **The president may state his/her opinion but does not vote on carried motions.**

Executive

The Executive shall consist of President, Vice-President, Secretary & Treasurer. Nominations for all positions will be held on the last meeting of the committee each school year for the following fall. All positions are held for one year, if current executive wish to remain they will have to be nominated. There are no limitations to number of years a person can remain in an Executive position. If the President resigns, the Vice President shall assume the office of the President. Should other positions of the Executive become vacant during the school year, they shall be advertised and voted on at the next regular meeting of the Parent Council.

President: organizes and collects information and concerns to form an agenda, chairs monthly meetings, liaises with Principal, summarizes and presents correspondence.

Vice-President: acts as chair in the absence of the President.

Secretary: records & compiles minutes, submits minutes to staff to be uploaded to www.bsd.ca/Alexander, keeps minutes in a binder to pass along to the next secretary.

Treasurer: records and maintains financial records, presents written report of funds and expenditures each month, conducts banking transactions, completes the year-end audit with BSD. The Treasurer shall have access to online statements of both the canteen and parent council accounts.

Meeting Dates & Location

Parent Council meetings will take place monthly in-person at Alexander School. If meetings are unable to occur in person Microsoft Teams will be used as a virtual meeting platform. Parents can access the Teams meeting via their student's account. **Quorum shall be four voting members for all meetings.**

Meetings will follow the Fundamentals of Parliamentary Procedure (*sample agenda attached as Appendix A*)

- The President will open all topics as per the agenda
- All proposals for action must be presented by a motion: the motion must be seconded before it can be discussed.
- The President will close discussion and a vote will follow
- Once the vote is complete the decision is final (closed)
- Unfinished business will be carried over to the next Parent Council Meeting

Meetings of the Executive shall be at the call of the President. Decisions arising from Executive meetings must be presented at regular meetings for discussions and voting.

From time to time a decision may be needed prior to the next meeting date. If consensus can be reached via email discussion the matter and decision can be recorded in the minutes of the next meeting.

Funds

The Parent Council shall have three signing officers with two of three signatures required for a financial transaction:

- President
- Vice-President
- Treasurer

Amendments to the Terms of Reference:

The Terms of Reference may be amended by giving notice of proposed changes at any regular meeting for discussion and voting at the next meeting.

Appendix A

Agenda for Parent Council Meetings

1. President calls meeting to order (Vice-President if President is absent)
2. Reading of Minutes
 - a. Secretary reads minutes of last meeting
 - b. Asks if there are errors or omissions
 - c. Adoption of the minutes of the previous meeting
 - d. First and second motion needed
 - e. Records attendance
3. Treasurer's Report
 - a. Parent Council Account report
 - b. Canteen report
 - c. Adoption of treasurer's report
 - d. First and second motion needed
4. Correspondence
 - a. thank yous, fundraising pamphlets
5. New Business, Discussions or Ideas from Members with relation to the following topics
Topics will relate to some or all of the following and may be in random order:
 - a. Student Achievement, Well-being & Fun
 - b. Budget/Fundraising
 - c. Canteen Operation
 - d. Hot Lunch
 - e. Staff Recognition & Support
 - f. Operations
6. Principal's Report
7. Date of Next Meeting
8. Motion to Adjourn Meeting