

Tanbridge Academy Parent Association

Roles and Responsibilities of Executive



Chairperson (Association President)

- To attend executive and school council meetings.
- To act as a liaison between the school administration and school council.
- To prepare agendas for council meetings in consultation with the Principal and or administration.
- To oversee the general activities of the school council and various committees.
- In cooperation with council members, set the monthly meeting dates for the year.
- To facilitate resolution of conflicts within the school council.
- Responsible for distributing agenda forms, and adding to the agenda if deemed necessary.
- Responsible for presenting information/reports on behalf of the members who are not able to attend a meeting.

Co-Vice Chair (Association Vice-President)

- To attend executive and school council meetings.
- To work closely with the Chair.
- To chair meetings in the absence of the Chair.
- To take minutes in the absence of the secretary.

Secretary

- To attend, record and distribute minutes of all school council meetings.
- To ensure that the school community is notified of council meeting dates.
- To be responsible for receiving, sharing and responding to correspondence under the direction of the Chair.
- To maintain the minute book and constitution, and bring both to every meeting.
- Update the office copy of the minute book.
- To keep an updated members list.

Treasurer

- To attend all school council meetings, or to arrange a liaison on their behalf.
- To maintain financial records.
- To receive and distribute school council funds.
- To present monthly financial statements at council meetings.
- Responsible to submit monthly financials to the secretary for the association records.
- To work closely with any accountants appointed by the school council to verify and audit annual financial statements.
- To prepare in consultation with a school council approved accountant if necessary.

Casino Chair (Association Only)

- General oversight/responsibilities related to the Casino.
- Submission Casino Application and responsibility for all related filings.
- Liaison for purposes of AGLC and Casino Consultant.
- Coordinating volunteers.
- Maintaining all records related to receipt and disbursement of casino funds in coordination with the Treasurer.
- Signing authority on Casino account.