

Connect Charter Parent Society Notice of Annual General Meeting

The Connect Charter Parent Society will be holding its' **Annual General Meeting (AGM) on Tuesday, May 12, 2020 at 4:30 pm** via Zoom Meeting (School Council Annual General Meeting to follow). An agenda is attached.

The Connect Charter Parent Society (CCPS) serves as a separate entity in parallel with the Connect Charter School Council at the direction of the Connect Charter School Board.

The CCPS was incorporated in 2011, in order to be eligible for an Alberta Gaming and Liquor Commission (AGLC) license to participate in casinos, raffles and bingos. The funds raised through these means support an enhanced learning environment for students and teachers.

The CCPS Board's Role is to advise and approve the expenditure of funds raised through fundraising initiatives gained through any means governed by AGLC according to the priorities set by the school administration and leadership team, the directive of the Connect Charter School Board and the rules set forth by AGLC. This is completed through regular meetings and in consultation with the Connect Charter School Board and Connect Charter School Council.

Interested in volunteering?

CCPS would welcome a couple of new Directors. Volunteering as a Directors is a great way to connect with administration and other parents keep up to date on what is happening around the school.

After Directors are elected at the annual meeting, they will meet in May and elect from amongst themselves Officers of the Society (President, Vice-President, Secretary, Treasurer (or a Secretary-Treasurer) and Past President). Due to retirements there are a number of vacant officer positions. Descriptions of officer positions are attached.

CCPS is accountable to its members and the School Board through its Board of Directors (minimum of 5 Directors and a maximum of 15 Directors). The aim is to have a Board that represents Connect Charter School's diverse membership and a balance of skills that allows the Board to appropriately serve its' objectives.

The time commitment varies depending on a Directors role. The Board usually meets in person and/or via teleconference at least once every 3 months and/or as needed to accomplish tasks set forth.

If you are interested in learning more about becoming a CCPS Director please contact the Chair, Traci Zeller at tzeller@shaw.ca

**Connect Charter Parent Society
Annual General Meeting Agenda
Tuesday, May, 2020
4:30 – 5 pm
School Council Meeting to Follow
Anne Tingle Library**

1. Welcome and Introductions
2. Approval of Agenda
3. Approval of the April 24, 2019 AGM Minutes
4. President's Report
5. Treasurer & Audit Report
6. Election of Directors
7. Thank you to Outgoing Members
8. Other Business
9. Adjournment

Connect Charter Parent Society – Position Descriptions for Officers

President

The President shall be an ex-officio member of all CCPS committees. They shall, when present, chair all meetings of the Society, and of the Board. In their absence, the Vice-President shall chair any such meetings. In the absence of both, a person will be appointed to chair the meeting. The President will oversee all actions of the Society and the Board.

Vice-President

The Vice-President shall assist the President as needed in the running of the Society and the Board.

Secretary

It is the duty of the Secretary to attend all meetings of the Society and of the Board, and to keep accurate minutes of the same. He/she shall have charge of the Society's Minute Book and Certificate of Incorporation. In the case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all correspondence of the Society and be under the direction of the President and the Board. The Secretary shall be responsible for filing the annual report of the Society.

The Secretary shall also keep a record of all the Members of the Society, post all notice of the various meetings as required, and collect and receive the annual dues or assessments levied by the Society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

Treasurer

The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the annual meeting a statement duly audited of the financial position of the Society and submit a copy of same to the Secretary for the records of the Society. The Treasurer shall be responsible for governance filings related to the Alberta Gaming and Liquor Control agreement. Subject to Directors' approval, one person may fill the Office of Secretary and the Treasurer.