

## DUTIES OF THE EXECUTIVE MEMBERS OF THE LOCAL HOME AND SCHOOL ASSOCIATION

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### EXCERPT FROM THE CONSTITUTION:

1. The Executive shall consist of a **minimum of 4 roles**, elected at the Annual General Meeting from among the members, in good standing, of the Dorval Elementary Home and School Association.  
They shall be:
  - i. President
  - ii. Vice-President (In the event of a Co-Presidency, the Vice-President role becomes obsolete)
  - iii. Secretary
  - iv. Treasurer
2. Each position of the Executive shall be filled for a term of 2 years, half these positions being vacated each year.
3. Executive shall be eligible for re-election; however, a person may serve as an Executive for no more than 4 consecutive terms.
4. If an Executive position falls vacant or is vacant it shall be the responsibility of the Executive Committee to find a replacement, but only until the next AGM where they can then stand for election.

### PRESIDENT (MANDATORY ROLE):

#### **Leadership:**

- Facilitates an atmosphere of common purpose and cooperation, creating a cohesive group from many individual talents and interests.
- Welcomes new members, encourages participation and innovation.
- Shares responsibility and delegates duties.
- Instructs new officers and committee chairmen of their duties, and is aware of the importance of planning continuity in office.

#### **Organization:**

- Presides at meetings.
- Creates the meeting agenda in consultation with other members of the Executive Committee and calls the meeting at the time appointed.
- Recognizes the rights of all members to participate in discussion.
- Maintains own personal files and records.
- Signs cheques and documents with 2 other members of the Executive Committee.
- Presents President's Year-end Report at AGM to members.
- Submits President's Year-end Report to the QFHSA office on or before June 30.
- Ensures that the Re-affirmation of Membership form is duly signed and submitted to the QFHSA office before September 30<sup>th</sup>.



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- Forwards the names and addresses of the newly elected Executive Committee to the Federation (QFHSA) in a timely manner.
- Is responsible for ensuring representation at the AGM of the Federation.
- Organizes representation at the QFHSA Fall Conference.
- Invites school administrators, staff, and other organizations to exchange liaison representatives.

### VICE-PRESIDENT (MANDATORY ROLE, unless Co-Presidency):

- Acts as aide to the President.
- Presides at meetings in the absence of the President.
- Assumes responsibility for the administrative details delegated by the President.
- Assumes the duties of the President, in case of resignation or until the position is filled.

### SECRETARY (MANDATORY ROLE):

- Records the minutes of all meetings both monthly and executive.
- Counts the members when vote is necessary.
- Sends a copy of the minutes to the executives as soon as they are completed for corrections.
- Files committee reports and correspondence.
- Ensures that the book of records (Agenda, Minutes of the meeting and Financial report) are filled and kept accordingly.

### TREASURER (MANDATORY ROLE):

- Receives all monies, pays all bills, and does the banking; keeping an accurate record of all receipts and expenditures and an inventory of purchases and assets.
- Presents a written report at monthly meetings and hands out a copy to all members at general meeting.
- Submits an annual budget to all members at first meeting of the school year.
- Arranges for an audit of the financial books when agreed upon by the Executive Committee.
- Forwards fees and administration fee to the federation (QFHSA).
- Keeps all cancelled cheques, invoices, receipts, and other financial records for a minimum of six years.
- Confers with the President and the Executive Committee and participates in all financial decisions.
- After each fundraising event submits a report to the president on how much was revenue, expense and profit.
- Prepares the annual Treasurer's Financial Report to be presented at the AGM to the members.
- Submits Year-end Treasurer's Financial Report to the QFHSA office on or before June 30<sup>th</sup>.



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## VOLUNTEER COORDINATOR:

- Coordinates with the administrations and class parent(s) when volunteers are requested.
- Recruits volunteers for all school events/function when needed.
- Organizes a volunteer sheet and schedule for particular event(s) like Fall Fair.
- Ensures that volunteers are notified with their respective schedule(s) and assignment(s).

## FUNDRAISING COORDINATOR:

- Organizes and Coordinates all fundraising activities (Pizza lunch service, fall/spring fair, etc.)
- Suggests different fundraising activities to support needs of revenue for Home and School Endeavors (year-end carnival, welcome back BBQ, subsidized transport for field trips)
- Submits all fundraising requests to the Governing Board for approval.
- Coordinates with the volunteer coordinator to request for volunteers for a fundraising activity.
- Delegates committee heads for different departments/sections during fundraising events.
- Coordinates with the Treasurer after all fundraising events to count monies.
- Stays informed of new possible fundraising activities.

## MEMBERSHIP CHAIR:

- Promotes an annual membership drive to encourage and increase membership each year.
- Collects all information on members and gives membership fees to treasurer in a timely manner.
- Ensures the Head office and local executives have information required to maintain correspondence with the local members.
- Reports membership status to the Officers and Executive.
- Maintains a list of members in good standing which will be used for voting purposes at all meetings.
- Supplies updated membership lists to the QFHSA office regularly and a final complete membership list to the QFHSA office before February 1.
- Sends out the minutes of the meeting within one week to all paid members who were present at the said meeting; sends the agenda at least one week prior to the next scheduled meeting.



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## PUBLICITY OFFICER:

- Coordinates all activities related to publicity of the H & S including:
  - Updating the H & S website
  - Assisting with layout and production of the Membership brochure
  - Coordination of printed materials; membership brochures, raffle tickets, posters, flyers, etc.
  - Assists with promotion of major fundraisers or other designated activities through various channels of media: print ads, radio, local listings, etc.
  - Assists with promotional items for:
    - Volunteers (aprons, tshirts, etc...)
    - Kindergarten orientation (promo material and flyers)
    - Other designated activity
  - Produces copy and flyers for promotional events such as the BBQ, Fair, etc.
  - Prepares copy for the DES newsletter and QFHSA newsletter

## LIAISON ROLE (NOT ELECTED)

## LIASON TO GOVERNING BOARD:

- Facilitates communication between Home and School Association and Governing Board
- Facilitates sense of common purpose of the Dorval Elementary School community between the two groups
- Provide a verbal report at each Home and School meeting regarding the information shared or rectified at Governing Board; duly, a verbal report on Home and School activities will be shared at Governing Board meetings
- For time sensitive issues (i.e. must be addressed prior to the next Home and School meeting and/or Governing Board meeting), send a written report via email to the Home and School Executive, using the Home and School email address
- Should the liaison be absent from either meeting, contact the chairperson to request pertinent information to be shared at the alternate meeting; approved minutes may also be consulted



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