



# ATTENTION ALL PARENTS

## Bridlewood School Council & Fundraising Society

### AGM and ELECTIONS

The Bridlewood School council and Bridlewood School Fundraising Society elections for the 2025-2026 school year are quickly approaching. Elections and assignments will take place at the Annual General Meeting (AGM) on:

**Wednesday April 16, 2025, at 6:30 pm at the Bridlewood School's Learning Commons**

Elected Positions	Volunteer Positions
<ul style="list-style-type: none"><li>• School Council Chair</li><li>• School Council Vice Chair</li><li>• School Council Secretary</li><li>• Fundraising Society Chair</li><li>• Fundraising Society Vice Chair</li><li>• Fundraising Society Secretary</li><li>• Fundraising Society Treasurer</li></ul>	<ul style="list-style-type: none"><li>• Key Communicator</li><li>• Volunteer Coordinator</li><li>• Communications Coordinator</li><li>• Outdoor Maintenance Coordinator</li><li>• Special Events Coordinator</li><li>• Special Lunch/Snack Coordinator</li><li>• Casino Coordinator</li><li>• Social Media Coordinator</li></ul>

**For more information on school council and the roles available, please visit the CBE**

**School Council Website: <https://www.cbe.ab.ca/get-involved/school-councils/Pages/school-councils.aspx>**

There are currently vacant roles within both the Bridlewood School Council and Bridlewood School Fundraising Society. **Fundraising for the school, including healthy hunger lunches, cannot continue without the Chair, Secretary and Treasurer roles being filled for the Fundraising Society.** The School Council is a great way to connect with other families and learn more about the events and programs taking place in the school.

If you would like to receive additional information or have questions about the Bridlewood School Council or Bridlewood School Fundraising Society, contact us at [bridlewoodschoolcouncil@gmail.com](mailto:bridlewoodschoolcouncil@gmail.com). We hope to see you on April 16!

You can stay connected with the Bridlewood School Council and Bridlewood School Fundraising society by following us on social media:

<https://www.facebook.com/BridlewoodSchool>

<https://www.instagram.com/bridlewoodschoolcouncil>

Best Regards, Bridlewood School Council or Bridlewood School Fundraising Society

## School Council Chair

It is expected that the School Council Chairperson will be a parent/guardian of a student enrolled in the school. The Chair should be someone who can work collaboratively and knows how to organize both programs and people. The Chair should actively encourage others to become involved in meaningful ways.

Typical Chairing duties include:

- Chair all meetings of the School Council (8 in total) for one school year term;
- Coordinate with the Principal to establish meeting agendas;
- Communicate with the Principal on a regular basis;
- Decide all matters relating to rules of order at the meetings;
- Ensure that School Council Operating Procedures are current and followed;
- Be the official spokesperson of the School Council;
- Ensure there is regular communication with the whole school community;
- Review any communication to the school community prior to distribution (by the Communication Coordinator) and include the Principal in same;
- Stay informed about School Board policy that impacts School Council;
- Comply with the School Councils Regulation by providing the school board with an annual report that summarizes the School Council's activities for the previous school year, no later than September 30;
- Have general responsibility for all activities of the School Council;
- **Time commitment per month:** approximately 2.5 hours, plus monthly meeting attendance

## Chair's Relationship with the Principal

The Chair's role is key to the success of the School Council. Partnerships work – so use them! One important responsibility is regular and ongoing communication with the school Principal. This relationship of mutual trust and respect must be nurtured, being mindful of common goals for the learning community.

## Co-Chair

On some School Councils, the role of Chair is shared, either through the creation of co-Chairing positions or through the Chair's dependence on the Co-Chair to undertake part of the work.

Typically, the Co-Chair's duties are to:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- Work with and support the Chair in agenda preparation;

- Ensure the appropriate management, in compliance with PIPA (Personal Information Protection Act - <https://www.alberta.ca/personal-information-protection-act.aspx>), of any personal information collected on behalf of the School Council;
- Assume responsibility, in consultation with the School Council, for communicating with the fundraising association or other parent groups within the School;
- Promote teamwork and assist the Chair in the smooth running of the meetings;
- Keep informed of relevant School and School Board policies;
- Prepare to assume the position of Chair in the future;
- Assist the Chair and undertake tasks assigned by the Chair.
- **Time commitment per month:** approximately 2.5 hours, plus monthly meeting attendance

## Secretary

The School Council Secretary typically will:

- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- Distribute the Attendance Log at the beginning of each monthly meeting and file the document accordingly;
  - Normally the Attendance Log is signed by anyone attending the School Council Meeting. With School Council meetings moving online (due to the COVID-19 pandemic), attendees names are being captured in the Meeting Minutes
- Keep minutes, agendas, correspondence, records and other School Council documents; and ensure that all relevant documents (as per legislation/[School Councils Regulation](#)) are available to the public in an accessible location in the School, for a period of 7 years;
  - Meeting Minutes are required to be kept for 7 years (as per School Councils Regulation). The Bridlewood School Council keeps Meeting Minutes for 7 years plus the current year in a binder in the Bridlewood School front office (for access contact Catherine Tunney), and in Dropbox.
- Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- Distribute to the Communication Coordinator, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events.
- **Time commitment per month:** approximately 1.5 hours, plus monthly meeting attendance

## Key Communicator

The Key Communicator typically will:

- Act as the personal representative of your School Council;
- Attend 4 COSC meetings per year which are held at the CBE Education Headquarters;
- Report back to School Council all the latest news, and updates from the CBE Board of Trustees;

- Agree to receive monthly emails for the COSC “Key Communique” and summarize information for the School Council.
- **Time commitment per month:** approximately 3 hours, plus monthly meeting attendance

### **Teacher/Support Staff Appreciation Coordinator**

This role is specific to Bridlewood School Council and the person in this role coordinates all Teacher Appreciation events. These events are usually a luncheon/dinner for our teachers on the day of Teacher Conferences. There may also be other events throughout the school year that may require additional planning such as end of year “thank you treats” for the staff, or “welcome back baking” at the start of a new school year.

Typically, the Teacher / Support Staff Appreciation Coordinator’s duties are to:

- Organize, and prepare a letter of request sent by the School Secretary to the school parents/guardians asking for food contributions and providing event details;
- Respond to volunteers;
- Set up the event and organize the food on the event day;
- Provide an update at the monthly School Council meeting
- This role requires this person to work in connection to our Parent Volunteer Coordinator.
- **Time commitment per month:** approximately 2-3 hours, plus monthly meeting attendance

### **Parent Volunteer Coordinator**

This role is specific to Bridlewood School Council. Typically, the Volunteer Coordinator’s duties are to:

- Monitor the Bridlewood School Volunteer email account;
- Coordinate volunteers for the school book fairs held twice per school year;
- Work in coordination with the Teacher/Support Staff Appreciation Coordinator to prepare a list of volunteers for the luncheon events;
- Work in coordination with the BSFS Special Lunches and Snacks Coordinator to provide an up-to-date list of volunteers to help on specific dates to help distribute orders to students;
- Work in conjunction with the Special Events Coordinator of the BSFS for volunteers required for any events hosted by the BSFS.
- **Time commitment per month:** approximately 3 hours, plus monthly meeting attendance

### **Communication Coordinator**

The Communication Coordinator will:

- Distributes all agendas and meeting minutes to the School Secretary for distribution to parents / guardians;
- Assists with creating graphics / images / posters for events and announcements;
- Responsible for all communications with the parents / guardians (through the School Secretary) regarding School Council activities (i.e., updates, surveys, elections, etc.)
- **Time commitment per month:** approximately 1 hour, plus monthly meeting attendance



# BRIDLEWOOD SCHOOL FUNDRAISING SOCIETY POSITIONS

## **Executive Committee:**

- Chair (Elected position)
- Vice Chair (Elected position)
- Past Chair
- Secretary (Elected position)
- Treasurer (Elected position)
- Fundraising / Special Events Coordinator (Volunteer position)
- Casino Coordinator (Volunteer position)
- Outdoor Build & Maintenance Coordinator (Volunteer position)
- Communications Coordinator (Volunteer position)
- Special Lunches & Snacks Coordinator (Volunteer position)

## **Chair**

It is expected that the Chair will be a parent/guardian of a student enrolled in the school. The Chair should be someone who can work collaboratively and knows how to organize both programs and people. The Chair should actively encourage others to become involved in meaningful ways.

Typical Chairing duties include:

- Chairing all meetings of the BSFS (8 in total) for one school year term;
- Call and schedule meetings, as required;
- Have general supervision of the Society;
- Be responsible for the overall functioning of the Society;
- Authorization to sign on behalf of the Society;
- Being the official spokesperson of the Society;
- Deciding all matters relating to rules of order at the meetings;
- Having custody of all Society meeting minutes, and present them to any member wishing to view them;
- Ensure the meeting minute filing system is up-to-date;
- Updating their duties and roles before the end of the Society operating year;
- Responsibility for maintaining and updating the Society's insurance;
- Reviewing the Agenda and Meeting Minutes before they are sent to the Communications Coordinator for distribution.
- Time commitment per month: approximately 5 hours (depending if the Chair is organizing a fundraiser), plus monthly meeting attendance.

## **Vice Chair**

In some Societies the role of Chair is shared, either through the creation of co-Chairing positions or through the Chair's dependence on the Vice Chair to undertake part of the work.

The Vice Chair's duties are to:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, supervise the affairs and preside at any meetings of the BSFS;
- Assist the Chair and undertake tasks assigned by the Chair;
- Update their duties and roles before the end of the Society operating year.
- Time commitment per month: approximately 1-2 hours, plus monthly meeting attendance.

### **Past Chair**

The BSFS Past Chair will:

- Carry out duties assigned by the Executive Committee;
- Act as an Advisor to the New Chair;
- In the event of resignation, suspension, expulsion, incapacity or leave of absence of the Vice Chair, fulfill the Vice Chair's responsibilities.
- Time commitment per month: approximately 1 hour, plus monthly meeting attendance.

### **Secretary**

The Secretary will:

- Attend all meetings of the BSFS (8 in total) for one school year term; if unable to attend the meeting, find another member to fill the role;
- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- Distribute the Attendance Log at the beginning of each monthly meeting, collect it at the end, and file document accordingly;
- Have custody of all Society meeting minutes, and present them to any member wishing to view them;
- Ensure the meeting minute filing system is up-to-date;
- Distribute to the Communications Coordinator, as determined by the Chair, agendas, minutes, and notices of meetings;
- Submit to the Society's Registrar, all changes and updates to the Society, as required by the Society's Act:
  - File any changes to the Executive Committee of the organization,
  - File amendments to the bylaws,
  - File other incorporating documents with the Corporate Registry;
- Update their duties and roles before the end of the Society operating year.
- Time commitment per month: approximately 1.5 hours, plus monthly meeting attendance.

### **Treasurer**

The Treasurer will:

- Attend all meetings of the BSFS (8 in total) for one school year term;
- Receive and deposit all monies or other valuable effects to the credit of the Society in the bank designated by the Executives;
- Receive and review all statements provided to the Society regarding the Society's bank account(s);

- Keep full and accurate accounts for nine (9) years, including all receipts and disbursements of the Society;
- Report at Society meetings regarding all transactions and of the financial position of the Society;
- Keep an updated book of accounting procedures to assist the incumbent Treasurer;
- Provide books and records to the new Treasurer upon completion of role;
- Ensure required insurance is paid;
- Prepare year-end financial statements and file charitable organization tax returns, and Alberta Annual return and reporting required by the AGLC;
- Prepare for the Society's AGM with a financial report outlining the Society's income, disbursements, assets and liabilities duly audited by the Audit Committee in accordance with the Society Bylaws, and signed by the Audit Committee;
- Provide a copy of the financial statements presented at the AGM to the Chair for inclusion in the official minute filing system;
- Update their duties before the end of the Society operating year.
- Time commitment per month: approximately 2 hours, plus monthly meeting attendance.

#### **Fundraising / Special Events Coordinator**

*Per section 8.4 in the Bylaws, should this position be vacant, the BSFS will cease fundraising efforts until the position is filled.*

The Fundraising / Special Events Coordinator will:

- Assume duties and responsibilities as required, by consensus of the members (i.e., fundraising applications, event organization, etc.).
- Time commitment per month: approximately 3 hours (depending on events & fundraisers being coordinated), plus monthly meeting attendance.

#### **Casino Coordinator**

*Per section 8.4 in the Bylaws, should this position be vacant, the BSFS will cease casino fundraising efforts until the position is filled.*

The BSFS Casino is held every two years in the fourth quarter of the year. Four months prior to the fourth quarter, the BSFS will be assigned a casino date.

The Casino Coordinator will:

Be responsible for all communication with the AGLC regarding the status and upkeep of the Society's Casino / Gaming License, including "Allowable use of Proceeds" applications and Final Accounting summaries for each licensing period;

- Hire a Casino Advisor for each gaming event (Nola Brodsky ([nola@thebrodskys.com](mailto:nola@thebrodskys.com)) has been our adviser since we started). The BSFS will execute a signed contract with the advisor;
- Coordinate and execute a contract with the Casino;
- Coordinate casino package with the AGLC 60 days prior to the casino event;
- Organize volunteers for each gaming event one month prior;
- Report all pertinent gaming correspondence to the Members;



- Coordinate with the BSFS Treasurer to complete the appropriate required financial documents at the end of each gaming event.
- Time commitment: approximately 10-12 hours during casino event coordination, plus monthly meeting attendance.

### **Outdoor Build & Maintenance Coordinator**

The Outdoor Build & Maintenance Coordinator will:

- Assume duties and responsibilities as required, by consensus of the members (i.e., outdoor classroom, outdoor equipment, CBE rules & regulations as it applies to outdoor equipment / repairs, and Member updates on the progress to the group);
- Delegate duties to additional Members, as required.
- Time commitment per month: approximately 1.5 hours, plus monthly meeting attendance.

### **Communications Coordinator**

The Communications Coordinator will:

- Forward all agendas and meeting minutes to the School Secretary for distribution to parents / guardians;
- Assist with creating graphics / images / posters for events and announcements;
- Be responsible for all communications with the parents / guardians (through the Bridlewood School Secretary) regarding BSFS activities (i.e., updates, fundraising events, newsletters and surveys).
- Time commitment per month: approximately 1 hour, plus monthly meeting attendance.

### **Special Lunches & Snacks Coordinator**

The Special Lunches & Snacks Coordinator will:

- Coordinate all special lunches and snacks with vendors, and posting each event on the Healthy Hunger website;
- Oversee the distribution of orders on lunch / snack day;
- Report on profits at each BSFS meeting.
- Time commitment per month: approximately 1.5-2 hours, plus monthly meeting attendance.