



St. Margaret's School Parents' Auxiliary Nomination Form 2011-2012

Check

- President
- Vice-President of Communications
- Treasurer
- Secretary
- Jr. School Monday Lunch Convenor
- Public Gaming Convenor
- Parent Class Representative for Grade _____

You may nominate yourself or someone else. If you are nominating someone else, please ensure you have their permission.

I would like to nominate the following person for the election of the position indicated above on the SMS Parents' Auxiliary Executive Committee of 2010-2011.

Name: _____

Phone Number: _____

Nominated By: (self or other)

**Please return to the PAC mail slot located in the Jr. School
by Monday, May 3rd.**

(See next page for DUTIES OF THE AUXILIARY EXECUTIVE COMMITTEE)

DUTIES OF THE AUXILIARY EXECUTIVE COMMITTEE:

- 1) The President shall preside at all general and executive meetings, appoint committees, and perform whatever actions are necessary to organize the ordinary running of the Auxiliary. The President shall assure that the agenda for the upcoming meeting is posted prior to the meeting. The President shall reside as Chair, and in their absence, the President may delegate that responsibility to any member of Executive Committee.
Time: 18-20 hours per month.
- 2) The Vice-President of Communications shall assist the President and perform the President's duties when necessary. The Vice-President shall assist the President in the area of "special projects" as needed. The Vice-President shall also assist in coordinating messages through the Executive and in particular the class representatives to aid in communication.
Time: 3-5 hours per month.
- 3) The Secretary shall keep a record of meetings' proceedings and shall conduct necessary correspondence. The Secretary shall supply the minutes of the meetings to the Executive Committee within ten days following the meeting. In the Secretary's absence, the Vice-President or other delegated member of the Executive Committee will conduct the duties of the Secretary.
Time: 8-10 hours per month.
- 4) The Treasurer shall conduct and record the financial transactions of the Auxiliary. The Treasurer shall provide a monthly financial report at the monthly meeting of the Parents' Auxiliary Council.
Time: 4-6 hours per month.
- 5) The Lunch Convenor co-ordinates the selling of lunches and arrange for volunteers to assist and clean up. The Lunch Convenor shall keep all necessary books. A closing statement shall be presented at the Annual General Meeting.
Time: 6-8 hours per month.
- 6) The Public Gaming Convenor shall arrange for license applications for casino, bingo and raffle events. The Public Gaming Convenor shall keep all necessary books and accounts. The Public Gaming Convenor shall provide school term reports to the Treasurer at the end of each term. A closing statement shall be presented at the Annual General Meeting. The Public Gaming Convenor shall assure all records and financial reports required by the Public Gaming Branch are filed on time. The Convenor will assure that the volunteers are available for each event through the auspices of the grade representatives or other established sources.
Time: 1 – 2 hours per month.

Note: Time commitments given are approximate, and do not include monthly meetings, which run 1½ hours, once a month.