



Lakeland Ridge Parents Action Society

The mission of the Lakeland Ridge Parents Action Society is to contribute classroom and program resources that would otherwise not be available in order to improve and enrich the educational experience of our children.

ANNUAL GENERAL MEETING AGENDA

Tuesday, October 29, 2019, 6:30pm

	Agenda Item	Person(s) Responsible	Minutes
6:30	Call to Order	Michelle Lyster	1 min
6:31	Introductions - round table	All	2 min
6:33	Approval of Last Meeting Minutes	All	1 min
6:34	Approval of Agenda	All	1 min
6:35	Election of the Board of the Lakeland Ridge Parent Action Society	Michelle Lyster	15 min
6:50	Year-End Financial Report	Kathleen Engel	10 min
7:00	Appointment of members to Audit Financial Records	Michelle Lyster	5 min
7:05	Fundraising Updates		
	A) Hot Lunch Report	Terri Ackroyd	5 min
	B) Bottle Drive	Michelle Lyster	1 min
	C) Casino	Michelle Lyster	5 min
	D) Grants	Michelle Lyster	3 min
7:19	New Business	All	10 min
7:29	Next Meeting Date	All	1 min
7:30	Adjourn	All	

*Duties required of each Director position can be found on the attached page (excerpt from LLR PAS Bylaws)

Duties of Officers

- (a) Chair
- Chairs all Society meetings held during the year.
 - Prepares in consultation with the Principal an agenda for the Society meeting.
 - Works to assist the various co-ordinators and committees where needed.
 - Has been an active elected Officer of the Lakeland Ridge Parents Action Society for at least one year*.
 - Submits Society renewal forms.
 - Prepares and submits year end report.
 - Acts as a Liaison with the school council
- (b) Vice Chair
- Chairs any meeting that the Chair is unable to attend.
 - Steps in to take over the Chair's duties should they be unable to complete their term of office.
 - Has been an active elected Officer of the Lakeland Ridge Parents Action Society for at least one year*.
 - Records the minutes in the absence of the Secretary.
- (c) Treasurer
- Is responsible for maintaining a set of books for the Society in accordance with the bylaws of the Society.
 - Handles the issuing of cheques approved by the Society and Council and the depositing of all funds to the bank accounts for the Society or Council.
 - Provides written reports at every Society meeting as to the current standing of the gaming accounts.
 - Maintains separate accounting for the general and gaming accounts.
 - Provides the necessary documents for auditing purposes and to prepare yearly financial statements and income tax forms.
 - Attends Council meetings and provides written reports as to the current standing of the general account.
 - Is responsible for the remittance of all government forms.
 - Provides information on the financial matters affecting the Society.
 - Has been an active member of the Lakeland Ridge Parents Action Society for at least one year*.
- (d) Secretary
- Records minutes at the meetings of the Society.
 - Types correspondence as requested.
 - Provides minutes from the previous meeting for adoption at the next meeting.
 - Maintains files at the school, (including minutes and financial statements) for the Society for a minimum of seven (7) years in accordance with the Government regulations. Permission to destroy files must be voted on by the Society.
 - Copies of the minutes from the previous meeting will be made available to those in attendance at the next meeting.
 - An original copy of the minutes with all attachments and the treasurer's report will be filed in the Society filing cabinet at the school.
 - Will keep an accurate list of names and addresses of the Society Officers
- (e) Directors at Large
- To sit on committees as needed
 - To assist in the running of Society activities
- (f) All of the above positions will attend Society meetings regularly

*with the exception of the first year of organization