

# Royal School Parent Connection

Actively Supporting Our School Community

450 Laxdal Road, Winnipeg, Manitoba R3R 0W4 phone 204.889.6650, fax 204.889.6665

## BYLAW #1

### DUTIES, ROLES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

Updated May 2024

I. The duties, roles and responsibilities of Royal School Parent Connection Executive Members are as follows, subject to XI of the Constitution:

#### **CHAIR OR CO-CHAIR:**

1. Chairs Royal School Parent Connection meetings.
2. Prepares the agenda for meetings.
3. Ensures that provisions of the Royal School Parent Connection Constitution and these Bylaws are followed, and that all decisions made by motion and vote per the Constitution are acted upon.
4. Provides leadership to Executive Members and Royal School Parent Connection members.
5. Shall be an ex-officio member of all Committees.
6. Prepares and distributes a meeting notification prior to each Royal School Parent Connection meeting, after consulting with the Principal of the School. (The notice is distributed by "school newsletter and/or by e-mail".
7. Distributes notices of motions/votes to Royal School Parent Connection members, as required by the Constitution.
8. Provides "Royal School Parent Connection Updates" for inclusion in the School's monthly newsletter, including information on upcoming meetings; or delegates this responsibility to another Royal School Parent Connection member.
9. Receives reports from Executive Members and Committees as necessary.

10. In the event of a vote resulting in a tie, the Chair shall cast the deciding vote. If there are Co-Chairs, a decision will be made before voting as to which Co-Chair will vote with the group and which Co-Chair will cast the deciding vote in the event of a tie.
11. Acts as the official spokesperson for Royal School Parent Connection.
12. May act as a signing authority for Royal School Parent Connection financial accounts.
13. When possible, ensures all outgoing Executives pass on the records of their office to their successor and ensures proper orientation.
14. Is the Royal School Parent Connection's liaison with:
  - a) the Lunch Program Coordinator and Lunch Program Treasurer; and the Principal of the School, for matters regarding the Lunch Program,
  - b) or delegates these responsibilities to another Executive Member of Royal School Parent Connection.

#### **SECRETARY**

1. Records and maintains minutes of all Royal School Parent Connection meetings.
2. Maintains a record of attendees for all Royal School Parent Connection meetings.
3. Circulates minutes of Royal School Parent Connection meetings, including a record of any motions and votes, to the Executive Member and the Principal of the School.
4. Maintains a current list of Executive Members and their contact information.
5. May act as a signing authority for Royal School Parent Connection financial accounts
6. At the end of each school year, deletes documents and emails containing names of Royal School families or any other privacy related information. This includes but is not limited to: RSVP's to events and Fun Lunches (Google Form Responses ie - Excel doc) and E-transfer emails.
7. Once per week, log into Gmail and respond to any outstanding emails/inquiries..

#### **TREASURER**

1. Maintains accurate records of Royal School Parent Connection' financial transactions.
2. Maintains a bank account for Royal School Parent Connection.
3. Acts as a signing authority for Royal School Parent Connection financial accounts.

4. Reports on the financial position of Royal School Parent Connection at meetings and on request by the Chair or Co-Chairs.
5. Provides reports on the financial position of all Committees as required by Royal School Parent Connection.
6. Ensures that the credits and debits of Royal School Parent Connection are attended to in a timely manner.

#### **FUNDRAISING COORDINATOR or CO-COORDINATOR**

1. In consultation with the other Executive Member of Royal School Parent Connection, and with the Principal of the School, identifies priorities for funding.
2. Presents priorities and possible fundraisers for the consideration of Royal School Parent Connection members at or before the November Royal School Parent Connection meeting.
3. Obtains approval from the Principal of the School for any planned fundraisers.
4. Ensures enough funds are raised annually (approximately \$5000 minimum) to pay for RSPC activities and school support requests, while maintaining \$2500 at all times in the playground fund.
5. Maintains accurate financial records of fundraisers.
6. Reports on the status of fundraising at meetings and on the request of the Chair or Co-chairs.

#### **FUN LUNCH COORDINATOR**

1. Plans 5-7 Fun Lunches for the current students at Royal School.
2. Performs duties as identified by the motion and vote establishing the Committee.
3. Communicates with Treasurer how many Fun Lunch donations have been made each month.
4. Communicates to parents details of Fun Lunch including responding to emails related to Fun Lunch.

### **OUTREACH AND COMMUNITY EVENTS COORDINATOR**

1. Works alongside the Fundraising Coordinator.
2. Plans non-fundraising community events in consultation with the principal.
3. Reports on the status of the Committee and its duties at meetings and upon request by the Executive Member.
4. Recruits event volunteers and keeps contact list of active volunteers in accordance with Privacy Information Act (P.I.A.) requirements.
5. Performs duties as identified by the motion and vote establishing the Committee.

### **COMMUNICATIONS COORDINATOR**

Royal School/PTSD operates the following communication channels: social media (Instagram), backpack drops, website and email. RSPC can request use of these channels to disseminate information so long as adequate notice is given for the principal to vet all messages prior to them going out and to offer advice on which channels are best to use. As of 2024, the RSPC does not operate its own communications channels nor does the RSPC collect or store parent's contact information. In addition to creating and providing content to the principal, the Communications Coordinator will:

1. Maintain a calendar of RSPC events that recognizes when communications materials will need to be disseminated in advance to ensure the success of the events. Reports on this calendar at monthly RSPC meetings.
2. Supports the creation and dissemination of communications materials (posters, social media posts, emails) for fundraising and outreach events.
3. Supports the chair in writing a monthly email update to parents that goes out as close to the first of the month as possible including sending out meeting agendas and minutes.
4. Maintains the RSPC bulletin board.
5. Maintains the content on the RSPC webpage.  
<https://www.pembinatrails.ca/royal/page/1877/parent-council>

### **THE CHAIR(S) OR CO-CHAIR(S) OF SUB or AD HOC COMMITTEE(S)**

*(e.g. Special Lunch Days, Staff Appreciation Week, Family Dance, Class List, etc.)*

1. Performs duties as identified in the Constitution/Bylaws and/or by the motion and vote establishing the Committee.
2. Maintains accurate financial records if applicable.
3. Reports on the status of the Committee and its duties at meetings and upon request by the Executive Member.

The roles, duties and responsibilities of an Executive Officer (not including the Treasurer) may be re-distributed or delegated to another Executive Officer or Royal School Parent Connection member upon mutual agreement of the two parties.

### **GRADE REPRESENTATIVES - NON-EXECUTIVE VOLUNTEERS**

The number of grade reps will vary per year depending on how many classes per grade. Effort should be made to also include the physical education, music and librarian teachers.

1. Attend 80% of monthly RSPC meetings throughout the year and actively contribute to the voting process.
2. Stay in touch with teachers, parents and children of your grade and represent their voice at the RSPC meetings.
3. Volunteer when called upon at special events / fundraisers.
4. Observe and learn about how the RSPC is governed and operated for the purposes of succession planning for future executive positions.