



ANNUAL GENERAL MEETING



GET INVOLVED!

NOTICE

**Annual General Meeting (and Elections)
Foundations for the Future NW Campus Society
AND
School Council - Northwest Elementary Campus,
FFCA, Calgary, Alberta
6:30PM, Tuesday May 31st, 2022**

Dear FFCA Northwest Elementary Campus Community,

On behalf of our out-going Society ("Parent Council"), and School Council, we would like to invite you to join us for a virtual AGM (all parents in attendance at the meeting will be voting members of Society, and all parents of students attending the campus are voting members of Council).

You will hear about the past initiatives and accomplishments of the 2021/2022 School and Parent Councils followed by nominations/elections to fill positions for the 2022/2023 School and Parent Council positions. The annual financial statements for both will also be presented.

When: 6:30PM on Tuesday May 31st, 2022

Where: <https://us06web.zoom.us/j/84907282217?pwd=QjJyMUUraXpySmcFWklON1N5VW93dz09>

Meeting ID: 849 0728 2217 Passcode: 341658

Each year both School and Parent Council support, create, develop, and implement initiatives to help enhance the educational experience of our children and advocate on behalf of our campus community!

This is an exceptional opportunity for you to be a significant part of your children's elementary school experience and provide an invaluable service to FFCA. A summary description of positions for the School Council and Society is enclosed for your information and consideration.

Please let me know if you have any questions or if you want to put your name forward for a position (you do not have to be present at the Council meeting to be elected).

Thank you,

Andrew Chu,
Vice-Chair, School Council - Northwest Elementary Campus, FFCA, Calgary, Alberta
Chairperson, Foundations for the Future NW Campus Society
school.council.nwe.ffca@gmail.com

Did you know?

- Council and Society members meet once a month.
- They are involved in the decision-making process about the school and help with coordinating events & activities within the school community.
- Being a member of Council and/or Society is also a great way to get in your valuable volunteer hours for our school and your kids.



Chair:

- The Chair prepares the meeting agendas and conducts the monthly meetings
- Is a member of FFCA Association of School Councils. Attends and supports the ASC vision of "Eight Campuses, One School" through attendance at monthly meetings and support of ASC events.
- Signing officer on the School Council account

Vice Chair

- Supports the Chair - provides back up to chair meetings and communications
- Support council and ASC committees
- Signing officer on the School Council account

Treasurer:

- Maintains the financial records for school council
- Disbursement of funds for approved expenses
- Compile annual budget with Chair, Vice Chair and Position Coordinators
- Liaison with the bank/signing offer on the School Council account
- Assists the Chair to provide year-end report to the FFCA Board

Secretary:

- Records minutes of School Council Meetings
- Prepares minute reports for review by Chair and Vice-Chair
- Provides minutes and agendas to all council members
- Provides minutes to campus secretary for upload to campus webpage

Parental Partnership Coordinator:

- Informs school parents of volunteer opportunities throughout the year
- Primary facilitator and go-to resource for locating volunteers to ensure the success of Council and general school activities
- Keeps track of the volunteer hours of campus parents
- Liaison between school council and room parents/parents

Community Services Coordinator:

- Promotes and organizes events through council to help build community, commitment, culture and spirit of cooperation amongst our internal and external FFCA community.
- Partner with campus teachers and administration on identifying and supporting community events

Fundraising Coordinator:

- Researches potential fundraising options and provide options to school council for discussion.
- Organize and provide details and timelines for fundraising options.
- Provide leadership and support to ensure success of Council's fundraising initiatives.
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Fun Lunch Coordinator:

- Select and arrange fun lunch vendors for the school year.
- Provide ordering instructions to campus parents.
- Manage the success of the fun lunch program.

Kindergarten Representative and ECS Special Snack Coordinator:

- Highlight and address issues common to Kindergarten and new families to FFCA
- Suggest Special Items for meeting agenda or seminars that may be useful to new families to FFCA
- Researching healthy snack options
- Sending home snack notices every month, collecting money, and buying the snack.
- Distribute the snack to the classes (AM and PM Kindergarten)

You must have a child in kindergarten to be in this position.

Communication Coordinator:

- Works with the Chair to create communications about School Council initiatives, for the parent community
- Works with the Chair to provide School Council updates for the school newsletters and Edsby and submits these to the campus secretary.
- Provides updates to the campus secretary for information on Parent Council page on the NWE website

Health and Wellness Coordinator:

- This role is a fluid role and responsibilities can change depending on school initiatives. In previous years this coordinator has run the "Fresh Fruit Friday" initiative once a month and has coordinated smoothies during wellness week should the wellness committee request.

Advocacy Committee Chair and Members:

- The Chair will be a member of Council and will lead Advocacy initiatives as outlined in the attached Advocacy Committee Terms of Reference. Other members of the committee do not have to be members of Council but are welcome to be.

Heritage Celebration Committee Chair and Members:

- The Chair will be a member of Council and will lead Heritage Celebration initiatives as outlined in the attached Heritage Celebration Committee Terms of Reference. Other members of the committee do not have to be members of Council but are welcome to be.



Chairperson:

- The Chairperson prepares the meeting agendas and conducts the monthly meetings
- Signing officer on the Society account
- Provides reporting and contact information for AGLC.

Treasurer:

- Maintains the financial records for Society group
- Disbursements of funds for approved expenses
- Compile annual budget with Chair, Vice Chair
- Liaison with the bank/signing offer on the School Council account
- Liaise with AGLC regarding approved use of proceeds
- Prepares the annual use of Proceeds report to AGLC



Secretary:

- Records minutes of Society Meetings
- Prepares minute reports for review by Chair and Vice-Chair
- Provides minutes and agendas for all Society members
- Provide minutes to campus secretary for upload to campus webpage

Volunteer Coordinator – Casino Year

- Schedule volunteers for Casino shifts as per casino advisor
- Collect and submit volunteer worker forms for pertinent positions

****The position is only required to be filled during a casino year, once every 18-24 months****
(2022/2023 is a casino year)

<p>What's the Difference?</p>		
<p>Name</p>	<p>School Council – Northwest Elementary Campus, FFCA, Calgary, Alberta</p>	<p>Foundations for the Future NW Campus Society</p>
<p>Legal Status</p>	<p>Legislated to exist under Education Act Section 55</p>	<p>Incorporated under the Societies Act</p>
<p>Purpose</p>	<p>The objectives of School Councils, at each Campus, in keeping with the Education Act and the School Councils Regulation, are as follows:</p> <ul style="list-style-type: none"> • To provide advice (input) to the Principal Educator; • To nurture and enhance the school's vision, mission and values; • To stimulate continuous improvement through meaningful involvement by all members of the campus community; • To facilitate collaboration and enhance communication among all members of the campus community; • To develop and enhance working relationships with school councils of other campuses; • To support an educational approach in which decisions are made in the spirit of honesty, clarity, transparency and impact on all children; • To work in cooperation with the Board and administration in addressing the needs of school campuses; • To encourage and actively pursue parental involvement in the campus community. • To perform any duty or function delegated to it by the Board in accordance with the delegation 	<p>"Friends of" charitable organization licensed with AGLC (Alberta Gaming & Liquor Commission) to raise gaming proceeds and use those proceeds to the benefit of the FFCA Northwest Elementary Campus as allowed by AGLC Use of gaming proceeds</p>



Advocacy Committee Terms of Reference

Mandate

1. Work on and submit any Proposed Advocacy Resolutions for the Alberta School Councils' Association (ASCA) to consider
2. Choose a Voting Delegate to send to any ASCA meeting
3. Review Proposed Advocacy Resolutions and any other Resolutions to be debated at an ASCA meeting and determine Council's predisposed position on those resolutions
4. Determine what discretion the ASCA Voting Delegate has to deviate from the predisposed positions on items to be debated
5. Assign one or more representatives to The Association of FFCA School Councils Advocacy Committee
6. Consider and undertake other activities as necessary for the advocacy of the FFCA NWE community

Term

This Committee will exist until dissolved by a resolution of Council.

Composition

Chair: Any member of School Council who wants to volunteer

Members: Anyone else in the school community who wants to volunteer



Heritage Celebration Committee Terms of Reference

Mandate

1. Survey the parents to identify celebratory events pertaining to heritage that members of our community celebrate and maintain a calendar of all celebratory events identified
 2. Choose celebratory events to highlight on the Heritage casual day
 3. Work with the Community Services Coordinator, community members, and organisations to create a celebration activity or event on the Heritage day casual day
 4. Make funding requests to School Council as needed
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Term

This Committee will exist until dissolved by School Council

Composition

Chair: Community Services Coordinator or any member of School Council who wants to volunteer

Members: Anyone else in the school community who wants to volunteer
Staff Representative assigned by the Principal Educator