

Who ARE

We?

The Parent Association's primary focus is raising funds for the school while simultaneously working closely with the School Council and the School's Administration team on the allocation of these funds. The main purpose is to provide funding for the school's academic, spirit, and extra-curricular programs that will directly impact student's learning and further broaden the school experiences of all current and future Collingwood students. The Parent Association consists of:

**Executive:**

- President \*\*Open Position
- Vice-President \*\*Open Position
- Secretary \*\* Open Position
- Treasurer

**3 Directors at Large:**

- Director – Casino \*\* Open Position
- Director – Fundraising \*\* Open Position
- Director – Fun Lunch

(See Position descriptions on page 2)

ANNUAL GENERAL MEETING  
CSPA

**Collingwood School  
Parent Association**

**ANNUAL GENERAL  
MEETING**

WEDNESDAY, OCTOBER 18<sup>th</sup>, 2023

8:00 P.M.

(following School Council Meeting)

LEARNING COMMONS,  
COLLINGWOOD SCHOOL

Why Join?

10. It's a great way to meet new families that your children go to school with.
9. You will become an integral part of your child's early learning experiences.
8. You get to help raise money for a great cause... your child's education!
7. You will become familiar with the teachers at the school and get to learn about their needs and ideas.
6. It's one more way to meet and talk with School Administrators, like the principal.
5. You can create, plan and execute exciting events for the whole family.
4. It's a couple hours off each month from your daily household routine.
3. Camaraderie.
2. You'll experience a feeling of self-worth through volunteering your time and seeing your efforts pay off in the smiles of your children and friends.
1. And finally, the number one reason to join us? WE NEED YOU!!

# Parent Association POSITIONS

## Executive

### *PRESIDENT*

- Preside over all meetings of the Association.
- Oversee the overall strategic governance and direction of the Association.
- Act as the main spokesperson and is accountable for all official communication of the Association to Collingwood School Council and Collingwood Elementary School.
- Work in conjunction with the Chair or representative from the Collingwood School Parent Council and Collingwood School Administration.

### *VICE – PRESIDENT*

- Work in conjunction with the Chair to complete monthly responsibilities.
- Carry out the duties of the Secretary, if the Secretary is unable to complete their duties.
- Work in conjunction with the Chair or representative from the Collingwood School Parent Council.

### *SECRETARY*

- Record and maintain Association meeting minutes.
- Keep and preserve all correspondence, contacts and other important records.
- Responsible for the submission of changes to Executives, bylaws and other significant procedures to government agencies.

### *TREASURER*

- Oversees the finances of the Association.
- Prepares financial statements and annual budget.
- Ensures financial statements and annual reports are audited or reviewed and filed with the government agencies.

## Directors at Large

### *DIRECTOR – FUNDRAISING*

- Contribute to the overall strategic direction of the Association.
- Review / coordinate / administer fundraising opportunities and activities.
- Work in conjunction with Parent Council and Collingwood School Administration.

### *DIRECTOR – CASINO*

- Contribute to the overall strategic direction of the Association.
- AGLC liaison and coordinator for Casino.
- Work in conjunction with Parent Council to coordinate Casino volunteers.

### *DIRECTOR – FUN LUNCH*

- Contribute to the overall strategic direction of the Association.
- Administer school's fun lunch program.
- Work in conjunction with Parent Council to coordinate fun-lunch volunteers.

**Contact US!**



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