

St. Charles School  
Educational Society / Advisory Council  
September 2026

Notice of upcoming elections for the positions of Treasurer, Secretary, Chair of Advisory Council, (also known as Educational Association) Chair of Society Council and Vice Chair of Society.

Dear Parents,

This letter is to inform you that at the St. Charles School General meeting to be held on September 23, 2026, an election will be held for the positions of Treasurer, Secretary, Chair of Advisory, Chair of Society and Vice Chair of Society.

**Treasurer Position**

1. Be responsible for any non-gaming accounts, including maintaining records, invoices, receipts, bank reconciliation and balancing expense statements.
2. Handle any money raised through non-gaming avenues including chip sales etc.
3. Handle any money raised through gaming avenues including casinos, raffle tickets, 50/50's etc.
4. Present a detailed, itemized statement of income and expense at each regular meeting for each account held.
5. Shall prepare an audited Statement of Financial Position of the Society for the Annual General Meeting and provide a copy to the Secretary for the Society records. This shall include a detailed income / disbursement of each account, a consolidated statement and a balanced assets/liabilities.
6. Change bank accounts only in consultation with the board and require formal motion.

This is a 2 year term position.

**Secretary Position**

1. Keep accurate records (including minutes) of all Society and Advisory meetings (annual, general, board and special).
2. Email minutes to administration as well as council and the Society members in good standing prior to any Society / Council meeting.
3. Maintain updated records of all committees and boards.
4. Ensure that an updated copy of the Bylaws and Robert's Rules of order are readily accessible.

This is a 2 year position.

**Chair of Advisory**

1. Preside at all Regular, General, or Special Advisory Council meetings.
2. Prepare an agenda in consultation with the Principal.
3. Be a signing authority for non - gaming accounts.
4. Sign the 'Minutes of the Meeting' after each School Advisory Council meeting, to be kept by the Secretary.

This is a 2 year position.

#### Chair of Society (Educational Association)

1. Preside at all Regular, General, Special and Board of Directors meetings.
2. Prepare an agenda prior to any Society meeting.
3. Sign the "minutes of the Meeting" after acceptance at each Society meeting, to be kept by the Secretary.
4. Be responsible for all of the fundraising conducted, including gaming and non-gaming funds (including forming a fund raising committee).
5. The Chair shall have a vote at any meeting.

This is a 2 year position.

#### Vice Chair of Society (Educational Association)

1. Preside at Society meetings in the absence of, or at the request of the Chair.
2. Assume and discharge the Chair's duties and responsibilities for the remainder of the school year in the event of the vacancy of the Chair position, until a new Chair is elected at the next Annual General meeting.
3. Assist the Chair with duties assigned.

This is a 2 year position.

Note: In the School Educational Association Bylaws, Chair is referred to as President.

Thank You,  
Barb Roth  
Secretary