

## LCHS Parent Association Yearly Schedule

The Parent Association collects monies and distributes them for the operation of the LCHS School Council and for the betterment of the LCHS Community (the bylaws describe who is involved and what they do, but don't actually set out a formal goal or mission for this group).

### September

- Hold AGM in conjunction with SC AGM.
  - Prepare documents: agenda, last year's minutes, financial information
  - Advertise AGM: 10 days in advance on web site; 3 days in advance via email
  - At AGM, review PA activity for last year
  - At AGM, elect officers (1-year terms; max 5 terms) and revise signing authority.  
**Motion:** Remove *[list ALL previous signing authorities, even if they are returning]* from the ATB Financial Bank accounts and to add *[list ALL signing authorities]* to the ATB Financial Bank accounts.  
Note: Once these minutes are reviewed, they are signed by 2 of the previous signing authorities and brought to ATB. New signers will have to go to bank to provide personal information and sign paperwork.
  - At AGM, request reviewers/auditors for annual report
- September 15: A CIP grant deadline

### October

- Review this year's AGM minutes (they are not adopted until next AGM)
- Make motion to establish Standing Committees (e.g., Grad Banquet, AFTERGrad, Vocational Showcase). By having the Standing Committees under the PA, they can access PA funds/fundraising.
- Approve scholarship awards for November. PA has traditionally funded scholarship for top student in Math 20-3, Science 24; \$100 each. PA has provided multiple awards for ties or special circumstances
- Treasurer to arrange for annual audit/review

### November

- Treasurer to file annual report with Alberta Corporate Registry and AGLC; update new executive contact information as necessary

### January

- January 15: A CIP grant deadline

### February

- Consider Canada's Farmers Grow Communities grant possibilities (deadline Sept 30)
- Consider Canada Post community foundation grant possibilities (deadline April 30)
- AFTERGrad Committee or others to begin work on Growing Smiles Spring Fundraiser

## **May**

- Complete Growing Smiles Spring Fundraiser
- May 15: A CIP grant deadline

## **June**

- Determine if any major items (e.g. bylaw amendments) need to be on the AGM agenda (might need more advance notice for such items)
- Have all committees and members submit all receipts by the end of the school year.

## **July**

- Year end. Treasurer to complete yearly financial report, including annual summary for special events committees

## **Ongoing**

- Review correspondence and interact with parents, committees, LCHS Administration/staff, AGLC, and other groups as required
- Ensure subcommittees have insurance for events as requested (should fall under our SC insurance)
- Prepare agenda and documents for meetings
- Maintain agendas/minutes in an organized fashion in Drive ([lchs.council@gshare.blackgold.ca](mailto:lchs.council@gshare.blackgold.ca))