

St. Nicholas School Council - Annual General Meeting

October 1, 2026, 5:30 PM at school and online

Agenda

1. Attendance

2. Call to Order

2.1. *We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and traveling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.*

2.2. Opening Prayer

2.3. Welcome and Introductions in person and online

3. Review and approve this agenda

4. Approval of last meeting minutes

5. Review of Action Items

5.1. Nothing to review

6. Principal Report

7. New Business

7.1. Election of School Council Board (see Appendix 1 for descriptions)

7.1.1. Chair

7.1.2. Vice-Chair

7.1.3. Secretary

7.1.4. Directors at Large (Communications, Grade Level Representatives - if needed)

8. Next Meeting

9. Adjournment

St. Nicholas School Society - Annual General Meeting

October 1, 2026, 5:30 PM at school and online

Agenda

- 1. Review and approve this agenda**
- 2. Approval of last meeting minutes**
- 3. Review of Action Items**
 - 3.1. Approved purchases from 2025-2026
- 4. Treasurer's Report**
 - 4.1. General Account Balance
 - 4.2. Casino Account Balance
- 5. Casino Update**
- 6. Fundraising Committee**
- 7. Funding Requests**
- 8. New Business**
 - 8.1. Election of School Society Executive (see Appendix 1 for descriptions)
 - 8.1.1. President
 - 8.1.2. Vice-President
 - 8.1.3. Secretary
 - 8.1.4. Treasurer
- 9. Administration Funding Requests**
- 10. Motions**
- 11. Next Meeting Date**
- 12. Adjournment**

Appendix 1: School Council Executive Volunteer Board Roles

Chair

- chair all meetings of the school council
- coordinate with the principal to establish meeting agendas
- ensure that the operating procedures are current and followed
- be the official spokesperson of the school council
- ensure there is regular communication with the whole school community
- stay informed about school board policy that impacts school council
- comply with the School Councils Regulation by providing the school board with an annual report that summarizes the school council's activities for the previous school year, including a financial statement relating to money, if any, handled by the school council.

Vice-Chair

- On some school councils, the role of chair is shared, either through the creation of co-chairing positions or through the chair's dependence on the vice-chair to undertake part of the work.
- Typically, the vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair, supervise the affairs and preside at meetings of the school council.

Secretary

- The school council secretary typically acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting. They will save to the drive, ideally print a hard copy for the binder, and send them to the principal who will post on our website once approved at the next meeting.

Fundraising Society Executive Volunteer Board Roles from our Bylaws

A. President

The President shall have general knowledge of all activities of the Society and will carry out duties assigned by the Society.

- i. The President shall call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board.
- ii. The President will be the chief spokesperson for the Society, unless otherwise delegated.
- iii. The President shall be copied on all Society communications and will review any communications to the membership, parent body, school community or public prior to distribution and shall include the Vice-President in the same.
- iv. The President shall not have a vote at any meeting, except to break a tie.
- v. The President will be an ex-officio member of all Committees.
- vi. The President shall prepare an agenda for all meetings.

B. Vice-President

- i. The Vice-President shall assist the President in all Society activities and will carry out other duties assigned by the President.
- ii. In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected.
- iii. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.
- iv. The Vice-President will be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution.

C. Secretary

- i. It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.
- ii. In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.
- iii. The Secretary shall have charge of all the correspondence and/or documentation of the Society and be under the direction of the President and the Board.
- iv. The Secretary shall keep a Register of Members of the Society and their contact information, as required by the Societies Act, and shall send all Society correspondence/notices as required.

D. Treasurer

- i. The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
- ii. The Treasurer shall properly account for the funds of the Society, keep such books as may be directed and disburse funds as required.
- iii. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Society and shall submit a copy of same to the Secretary for the records of the Society.
- iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
- v. The signing authorities of the financial accounts will be the president, the vice-president and treasurer of the society.
- vi. Two signing authorities must sign every Fundraising Society cheque. For this reason email money transfers cannot be sent, because they cannot be signed by two authorities.