



St. Elizabeth Seton Catholic
Elementary/Junior High School
**School Council & Fundraising
Association**

ANNUAL GENERAL MEETING
Thursday, Sept 10 - 5:30 pm

*All parents & guardians are encouraged to
attend!*

- *Nominations are currently being accepted for ALL executive positions listed below for the 2024-2025 year. (Those nominated will be contacted prior to the AGM to confirm interest).
- * Is there something you want to discuss? Please send all agenda items by email no later than Thursday, August 27.
- *If you are interested in or have questions about the positions listed below OR any other items; please email stelizabethsetonschoolcouncil@gmail.com

Visit our Website: linktr.ee/sesfa

Executive Positions

The following positions make up the executive and ***must*** be held by a parent or guardian of a Seton student:

President (current incumbent seeking re-election)

- Chair all meetings of the School Council
- Communicate with the Principal on a regular basis
- Ensure that School Council Operating Procedures are current and followed
- Be the official spokesperson of the School Council
- Stay informed about School Board policy that impacts School Council
- Provide the school board with an annual report that summarizes the School Council's activities for the previous school year
- Have general responsibility for all activities of the School Council

Vice-President (current incumbent not seeking re-election)

- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council
- Work with the Chair in agenda preparation
- Promote teamwork and assist the Chair in the smooth running of the meetings
- Keep informed of relevant School and School Board policies

Secretary (current incumbent not seeking re-election)

- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting
- Keep minutes, correspondence, records, and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years

Treasurer (current incumbent seeking re-election)

- Keep accurate records of all financial transactions
- Ensure that records are available upon request of the School Board or school community
- Be responsible for the deposits of all monies paid to the Fundraising Association
- Present a detailed account of receipts and disbursements to the School Council and prepare the financial statements for the annual report