

Alexander Ferguson Elementary School Society (AFESS) Board Positions

The AFESS is a formal group of parents, incorporated under the Societies Act for the purpose of raising funds for the school. The society works with the council to organize various fundraising events throughout the school year. The funds raised enable our students to participate in activities that otherwise might not be possible – for example artist residencies, sport residencies, gully day, field trips, etc.

President

- Chair six council meetings throughout the school year.
- Chair board meetings in advance of society meetings as needed.
- Meet with school administration to discuss council and society items.
- Oversee the Out of School Care Program. This involves working with the Program Administrator and Bookkeeper to ensure timely decisions.
- Complete annual AGLC executives report and usage of funds report.
- Complete annual financials with Treasurer and bookkeeper.
- Responsible for annual Society registration through the Alberta Registry.
- Responsible for Society sign up form in the School Welcome Package.
- Act as a signing authority.

Time required: approximately 2-3 hours every month.

Vice President

- Fulfill the role of President in their absence.
- Attend society and board meetings.
- Act as a signing authority.

Time required: approximately 1 hour every month during the school year.

Secretary

- Take meeting minutes and distribute them to meeting attendees prior to the next meeting.
- Attend society and board meetings.
- Voting rights on financial decisions.

Time required: approximately 2 hours every other month during the school year.

Treasurer

- Provide financial update of all bank accounts at society and board meetings.
- Complete annual financials with President and bookkeeper.
- Attend society and board meetings.
- Act as a signing authority

Time required: approximately 2 hours every month during the school year.

Fundraising Director

- Coordinate deposits and withdrawals from Fundraising bank account.
- Attend society and board meetings.
- Act as a signing authority.

Time required: approximately 2 hours every month during the school year.

AGLC Director

- Review and approve priority list invoices from school administration.
- Coordinate deposits and withdrawals from Casino bank account.
- Complete annual report to Alberta Gaming and Liquor Commission on the spending of our Casino funds.
- Attend society and board meetings.

Time required: approximately 2 hours every month during the school year.

Casino Director

- Complete casino application(s) to receive Casino License and apply for the next Casino allotment.
- Coordinate casino advisors and volunteers.
- Attend society and board meetings.

Time required: approximately 8 hours.