

Sansome School Parent Council



Who Are We?

Sansome Parent Council is a committee comprised of Sansome parents who take on a variety of roles in support of all that happens at Sansome School. There are small roles and big roles on our Parent Council and there is always room for more volunteers! Meetings happen monthly. At these meetings we gain key insight and input into decisions being made at both the school and division level. Collectively, our volunteer efforts help operate and/or fund many different events that happen at Sansome School such as:

- Whole school live presentations
- Daily Milk Program
- School Yearbook
- Themed activities
- Additional recess equipment
- Additional classroom materials.
- Family Game and Activity nights
- Paint Nights
- Holiday Raffle
- Monthly Fun Lunches
- Family BBQ and Year End Celebration of Learning
- And more

President

Sarah Buchan

Vice President

Christie Acheson

Treasurer

Paula Stuart

Secretary

Ida Gigliotti

Volunteer Coordinator

Sherri Flint

We have many volunteer positions available for the next school year, including currently held positions. We hope to see you at our Annual General Meeting in September! Meeting dates are listed on the school website and in every Friday's emailed "Notes from the Office".

www.sjasd.ca/school/sansome

If you would like to volunteer or would like more information please email us at: Sansomeparentcouncil@hotmail.com. We can't wait to hear from you!



Sansome Parent Council Volunteer Opportunities

President

The President is the chairperson of all Parent Council meetings. You work in close consultation with the principal and with the executive members, (the executive consists of President, Vice President, Treasurer and Secretary). You represent the Parent Council in all matters concerning committees or other Parent Council concerns. You are one of three executive members with signing rights on expenditures. You hold the deciding vote in the case of a tie.

Vice President

The Vice President stands in for the President when necessary. You assist in most matters with the President and/or the rest of the executive. You are one of three executive members with signing rights on expenditures.

Treasurer

The Treasurer is responsible for the financial accounting of the Parent Council. You have signing authority for expenditures and you are responsible for the annual financial audit. You provide a Treasurer's Report at each Parent Council meeting. The Treasurer is responsible for collecting and depositing all money from the milk program and providing payment for the milk. You issue all cheques required for Fun Lunches, fundraisers, etc. The Treasurer is responsible for maintaining the finances and providing fundraising updates at Parent Council meetings.

Secretary

The Secretary is responsible for providing copies of the previous minutes and current agenda at all Parent Council meetings. You attend meetings, take minutes and provide an emailed copy to the principal for posting on the school website. You keep a binder or computer file of all minutes for future reference.

Fun Lunch Committee

The committee should contain two to three volunteers to share the tasks. The committee arranges a date working around the school activities' calendar and offers a hot lunch to Grade 1 to 5 students and a snack to Kindergarten students. Order forms are prepared and photocopied for distribution to students and collected, sorted and tallied. The restaurants are contacted to arrange total orders and delivery date/time. Money is collected, counted and prepared for deposit. All money must be counted and rolled by minimum of two people and must include a co-signed deposit slip. Money cannot leave the school until the Treasurer is taking it to the bank for deposit.

Volunteer Coordinator

This position can be managed by one volunteer. At the beginning of the school year a form requesting volunteers for different events and school based activities is sent out. Volunteers are contacted and their availability confirmed as dates approach. Anyone wishing to volunteer is directed to the office to pick up a volunteer package to have the proper checks completed which are required to volunteer within the school. Once per month volunteer forms are received from the Fun Lunch committee and these volunteers are contacted for help in handing out Fun Lunch orders.