



Montcrest Parents' Association ("MPA") Constitution

Mission Statement – The Montcrest Parents' Association ("MPA") supports the strategic mission and values of Montcrest School by enhancing the lives of the children and their families in our community.

Membership

Every parent or guardian of a child who is currently enrolled as a student at Montcrest is deemed to be a full member of the MPA.

Executive Committee (Executive) – the Executive is comprised of the Chair, Vice Chair, Past Chair, Treasurer, Secretary, Communications Coordinator and School Liaison. The Executive manages the events, calendar and finances of the MPA.

Chair (1 year term)

- Provides direction and support and leads the Executive
- Sets MPA agenda for the school year and for meetings in consultation with Executive and Head of School (Head)
- Sets the meeting agenda and presides over all meetings of the MPA and the Executive
- Liaison with Head and Assistant Heads of School as well as MPA School Liaison for MPA planning and events
- Oversees all MPA events. Provides assistance and guidance to Council as needed
- Actively supports the Vice Chair

Vice Chair (1 year term; see additional information)

- Responsible for recruiting and overseeing class parents
- Represents point of contact for class parent communications
- Coordinate volunteers as needed for MPA initiatives
- Coordinate grade cocktail party schedule
- Work closely with the Chair and MPA Liaison

Past Chair (1 year term)

- Recruit volunteers to fill Executive and Council positions

- Chairs the Nominating Committee
- Supports the Chair and Council
- Provides guidance and supports the transition of the Chair

Treasurer (2 year minimum term, maximum of 4 years)

- High level oversight of MPA finances: work closely with the Director of Finance, MPA Liaison, Executive and Council to create MPA budget. (This budget is presented at the May MPA meeting for the information/approval of members.)
- Help Council and Executive members to stay within budget
- Work with Director of Finance, MPA Liaison and Executive to create a budget for MPA – this budget is presented at May MPA Meeting for information/approval of members
- Report Financial statement of previous fiscal year and revised budget in September
- Present financial status to MPA three times per year – September, February and May.
- Work with the Director of Finance and MPA Liaison to prepare, monitor and report event budgets as required.
- Review under the direction of the Director of Finance investment activities of MPA on a quarterly basis.

Secretary (term minimum 1 year, maximum 3 years)

- Record notes from meetings of both the MPA and Executive
- Send copies of the minutes to the MPA Chair and the School MPA Liaison for review and posting on the Montcrest website.
- Keep an electronic copy of all meeting minutes from the year.
- Have on hand copies at MPA and Executive meetings of previous minutes for reference if needed.
- Ensure that coffee, tea and snacks are available for meetings

Communications Coordinator (term minimum 1 year, maximum 3 years)

- Working with Director of Advancement and the MPA Liaison to oversee all MPA messaging to ensure consistency
- Assist Council members as necessary with school-wide communication
- Keeper of the MPA brand

School Liaison - non-voting member from the school administration

- Provides support to MPA projects and to the Executive and Council
- Is the voice of the school on a day to day basis regarding MPA initiatives
- Presents all contracts with outside suppliers to the Director of Finance
- Acts as Tuck Shop manager. Orders all clothing inventory. Supports all Tuck Shop Coordinators
- Manages weekly Pizza Lunch lists
- Oversees Hot Lunch program

- Attends all MPA meetings and Executive meetings. Attends other committee meetings as needed

Council – The MPA Council manages the affairs and events of the MPA and is comprised of 18 volunteer positions (including 1 student representative). They are the “working arm” of the MPA.

Tuck Shop Coordinator (term minimum 1 year, maximum 3 years)

- Responsible for recruiting, training and scheduling volunteers to work in the Tuck Shop
- Responsible for cash management in shop
- Work at least once a week in shop
- Organize the spring uniform sale volunteers

Tuck Shop Merchandiser (term minimum 1 year, maximum 3 years)

- Responsible for tagging and shelving of all clothing merchandise with the active involvement of the MPA Liaison
- Responsible for alerting MPA School Liaison when inventories are low
- Assist Tuck Shop Coordinator with spring uniform sale

Used Uniform Coordinator (term minimum 1 year, maximum 3 years)

- Responsible for inventory management and pricing
- Responsible for disposing of unsuitable items
- Assist Tuck Shop Coordinator with spring uniform sale

Tuck Shop Refreshment Coordinator (term minimum 1 year, maximum 3 years)

- Responsible for inventory management, ordering, pick-up/delivery of items, pricing
- Consult with MPA School Liaison about snacks to be carried in shop, ensure that they meet the school guidelines

Fall Fair Coordinator (term minimum 1 year, maximum 3 years)

- Recruit volunteers to the planning committee
- Oversee all elements of the fair including theme, activities, food, volunteers, advertising, set-up, take-down and event activities
- Liaise with MPA Liaison, school facilities staff and Director of Finance

Family Fun Night Coordinator (term minimum 1 year, maximum 3 years)

- Recruit volunteers to the planning committee
- Plan and execute at least two Family Fun Nights per school year
- Events may be held on or off-site
- Oversee all elements including theme, activities, food, volunteers, advertising, set-up and take-down

- Liaise with MPA Liaison ,school facilities staff and Director of Finance

Gala/Parent Social Coordinator (as needed 1 year term)

- Recruit volunteers to the planning committee
- Gala and Parent Socials are held in alternate years.
- Research and select venue
- Oversee all elements including theme, food, auction (if applicable), volunteers, advertising
- Set fundraising goal (if applicable)
- Liaise with MPA Liaison , school facilities staff, and Director of Finance

Pizza Lunch Coordinator (term minimum 1 year, maximum 3 years)

- Research pizza and cookie providers
- Work with MPA Chair, MPA School Liaison, and Director of Finance to determine pricing
- Recruit, schedule and train volunteers
- Work with MPA Liaison to organize and label class baskets
- Maintain appropriate level of pizza services supplies (ie gloves, wax paper etc.)
- Order pizza and cookies each week as indicated by MPA Liaison

Community Service Coordinator (term minimum 1 year, maximum 3 years)

- Act as a liaison between MPA and the school community service coordinator
- Recruit volunteers as needed to assist with community service initiatives
- Organize the annual Bookshare program, including donations, sorting and delivery

Lost and Found Coordinator (term minimum 1 year, maximum 3 years)

- Routinely sort Lost and Found bins, work with the school to return any labeled items to the owner
- Sort and display lost items once per term.
- Advertise that lost items will be displayed – using class parent communication and the Mirror
- Donate any unclaimed non-Montcrest items

Interguild Representative (term minimum 1 year, maximum 3 years)

- Represent the MPA at Interguild meeting and events
- Provide updates regarding Interguild meetings and events as needed

Student Representative (one year term)

- Selected by teachers, Head of School and students
- Attend selected MPA meetings and provides update on student activities and initiatives
- Leadership opportunity for students selected

Requirements of Executive Members

- Members shall make every effort to attend all MPA meetings and events
- Be responsible for maintaining all records and templates specific to their position, to assist with collective decision making and to mentor their successor. Work created shall be deemed the school's.
- Subject to the approval of the Nominating Committee, the Vice Chair may be the Chair the following year. Ideally any candidate nominated to the role of Vice Chair, should have previously served on Council for a minimum of one year.
- All Executive members shall respect and ensure the confidentiality of all matters discussed at the Executive Committee meetings
- The Executive has the ability to create new positions or committees as needed
- The Executive works with the school administration to create an agenda/schedule for the school year by June of the previous year. They work in tandem with the School to plan and schedule all events.
- Dates of events/activities may be modified with school approval.
- Works with School to determine where to make financial contributions in accordance with the School's recommendations and feedback from the community.
- Fulfill duties of position as specified above.

Requirements of Council Members

- Be responsible for maintaining all records and templates specific to their position, to assist with collective decision making and to mentor their successor
- Fulfill duties of position as specified above.

Term of Office

- If a role is vacant because there is no willing or qualified candidate, the Executive Committee can decide to extend the term of an incumbent or leave the position vacant
- In the event of a vacancy arising, the Executive Committee shall be empowered to appoint a replacement for the remainder of the school year. In the case of a vacancy arising with either the Vice Chair or the Chair position, then the Head of School shall be consulted

Nominating Committee

- The Past Chair shall be the Chair of the Nominating Committee
- The sub-committee of the appointment of Chair shall consist of Chair, Past Chair, School Liaison and Head of School
- The Committee for all other Executive and Council members shall consist of Chair, Past Chair, Vice Chair, School Liaison and Head of School
- All Executive and Council members shall be asked to make their intentions (stay in their current role, change roles or resign) known to the Past Chair by no later than March 31st.
- Once vacancies are known, an open call for nominations shall go out to the entire parent body using various media including the Montcrest Mirror and Class Parent communications.

- The Nominating Committee will review and approve all nominations.
- The Nominating Committee shall make the final decision

Meetings

- The MPA will hold meetings open to all parents on a regular basis
- The MPA Executive will meet in September, October, December, January, April and May
- Additional meetings may be called by the Chair as required
- The May MPA meeting shall be considered as the Annual General Meeting

Ethics

- All members of the Executive and Council will act in accordance with the Montcrest Code of Conduct
- All members shall act in accordance with Federal and Provincial privacy legislation
- Class lists and contact information are not to be used for personal gain or promotion.

Finance

- The School maintains the MPA financial records and is the custodian of all banking activities of the MPA
- The MPA does not commit to expenditures over \$5,000 without prior discussion/authorization from the school
- The MPA works with the school in deciding where funds raised by the MPA will be best spent. The School will provide a recommendation(s) to the MPA for input. The MPA will then solicit feedback from the parent community prior to a final decision. This process will be completed by February 1
- All MPA expenses over \$10,000 excepting school store orders must be approved in writing by the Chair of the MPA before a cheque may be issued
- All funds raised by the MPA will be recorded, reported and shared with the parent community and School administration at appropriate times.
- All financial activities of the MPA shall be conducted in accordance with all best practises and standards

Liability of Members

Members shall not, as such, be held answerable or responsible for any act, default, obligation or liability of the MPA or for any engagement, claim, payment, loss, injury, transaction, matter or thing relating to or connected with the MPA.

Amendment of the Constitution

The Constitution may be amended either by:

1. a vote of two-thirds of the Executive Committee, or
2. a vote of the general membership of the MPA in attendance at an MPA meeting

The Amendment(s) must be aligned with the mission of the School and the Montcrest community. The school shall make the final and absolute ruling on the Amendment. In the event of a dispute, the matter shall be referred to the Nominating and Governance Committee of the members of the Board of Governors of the school.