



Important Notice: Please have someone translate this for you.

Avis Important: Veuillez s'il vous plaît demander à quelqu'un de traduire ce document pour vous.

重要通知：请找人为您翻译这篇文件。

يادداشت مهم: لطفاً شخص را با خود داشته باشید که این موضوع را به شما ترجمه نماید.

Thông báo quan trọng. xin quý vị vui lòng hãy tìm người phiên dịch văn kiện này.

ਜਰੂਰੀ ਸੂਚਨਾ। ਕਿਰਪਾ ਕਰਕੇ

ਇਸਨੂੰ ਆਪਣੇ ਲਈ ਕਿਸੇ ਤੋਂ

ਅਨੁਵਾਦ ਕਰਵਾ ਲਵੋ

اہم نوٹس براہ مہربانی: اگر کوئی آپ کے لئے اس کا ترجمہ کرے

जरूरी सूचना। किरपा करके इसे

अपने लिए किसी से अनुवाद करवा लें।

Aviso Importante: Por Favor entregar a alguien para traducirla para usted.

중요한 공지: 다른 사람이 이것을 당신을 위해 번역하게 해 주십시오.

Важно: Пожалуйста, попросите кого-нибудь перевести это для Вас.

ملاحظة هامة: الرجاء ترجمة هذه المعلومات.

October 20, 2023

**RE: School Council and Fundraising Association AGM (Annual General Meeting)
Wednesday, October 25 at 6:30pm**

The Annual General Meetings of both the Mayland Heights School Council and Fundraising Association will be this Wednesday, October 25 at 6:30pm in the school learning commons (library). All parents and legal guardians of Mayland Heights school community are welcome to attend. All executive volunteer positions are up for election for a one year term as follows:

School Council Chair

- The chair actively encourages others to become involved in meaningful ways and organizes both programs and people.
- Chairing and organizing meetings, communicating regularly with the school principal; ensuring regular communication with the school community.

Vice Chair

- The vice-chair assists the chair and is expected to fulfill the chair's role and responsibility in the event that the chair is unavailable.
- Helps prepare for school council meetings and or events.

Secretary

- The secretary acts as a recorder at each meeting and ensures meeting minutes are accurate and is prepared to attend all meetings.
- Ensures the minutes are shared with the Principal, to facilitate distribution to the school community at large.

Treasurer (for Fundraising Association)

- The treasurer keeps an accurate record of all funds and financial transactions and ensures that records are available upon request of the school board or school community.
- Reporting to the School Council on the receipt and expenditure of funds.

Member(s) at Large

- Members at Large actively support the initiatives and actions of the School Council and/or Fundraising Association.

Key Communicator

- The key communicator works to build and enhance a connection between parents/school communities and the Calgary Board of Education.
- Attends Community of School Councils (COSC) meetings, on average of three meetings/year held in the evening.

Mayland Heights Fundraising Association Board of Directors:

President, Vice President, Treasurer, Secretary and two Members at Large are all up for election for one year term.

There is also a volunteer opportunity for **Casino Coordinator**.

No previous experience required.

The Mayland Heights School Council can be reached at maylandschoolcouncil@gmail.com.

