

St. Bonaventure's College Parent Auxiliary

Terms of Reference

Purpose

The St. Bonaventure's College Parent Auxiliary (PA) is a committee of parent and guardian volunteers with a mandate to foster school spirit, strengthen the school community, and support initiatives that enhance student and family life at St. Bonaventure's College.

The PA aims to meet monthly during the school year to plan and support events, activities, fundraising initiatives, and other projects for the school community that fall within the PA's mandate.

Composition

The St. Bonaventure's College Parent Auxiliary consists of:

- President
- Secretary
- Treasurer
- Holland Hall Lead
- Mullock Hall Lead
- Grade Representatives
- General Members and Volunteers

Eligibility

Any parent or legal guardian of a student currently registered at St. Bonaventure's College and in good standing with the school is eligible to hold a PA position.

Grade Representatives

A minimum of one representative per grade should be appointed where possible.

Grade Representatives are responsible for:

- Acting as a communication liaison between the PA and parents/guardians within their grade;
- Helping recruit volunteers for PA and school-supported events;

- Attending monthly PA meetings where possible;
- Supporting PA-sponsored events and initiatives as required; and
- Bringing relevant ideas, feedback, and concerns from their grade to the PA.

General Members and Volunteers

All St. Bonaventure's College parents and guardians are welcome to participate in the Parent Auxiliary.

Parents and guardians may attend meetings, volunteer at events, assist with individual initiatives, or contribute as their schedules allow.

Where required by the school or applicable policy, volunteers must have a current and valid Vulnerable Sector Check or other required screening in place before participating in activities involving students.

Executive and Hall Leads

President

The President shall:

- Preside over meetings of the PA;
- Serve as the primary PA contact for school administration;
- Represent the PA at meetings outside the organization, where appropriate;
- Coordinate the work of PA members and committees to ensure the purpose of the PA is served;
- Work with the Secretary to establish meeting agendas;
- Maintain regular communication with the Holland Hall and Mullock Hall Leads;
- Support the coordination of PA events and initiatives; and
- Promote collaboration between the PA, school administration, families, and the wider school community.

In the President's absence, another Executive member or Hall Lead may be designated to chair a meeting.

Secretary

The Secretary shall:

- Maintain the records of the PA;
- Record and distribute meeting minutes;
- Prepare meeting agendas in consultation with the President and other PA leaders;
- Handle PA correspondence;
- Send notices of meetings to the membership;
- Monitor the PA email account;
- Maintain relevant PA records, membership information, Terms of Reference, and other administrative materials; and
- Support communication between the PA, Grade Representatives, and school community.

Treasurer

The Treasurer shall:

- Maintain an accurate record of PA receipts, expenditures, and available funds;
- Coordinate the receipt and deposit of PA funds in accordance with school and PA financial procedures;
- Process approved reimbursements and expenditures;
- Present a financial statement at each regular PA meeting;
- Provide additional financial reports when requested;
- Prepare an annual year-end financial report; and
- Work with the Executive and Hall Leads to prepare the proposed annual PA budget.

Holland Hall Lead

The Holland Hall Lead represents the interests and activities of families and Grade Representatives associated with **Holland Hall (Kindergarten–Grade 6)**.

The Holland Hall Lead shall:

- Serve as a liaison between Holland Hall Grade Representatives, the PA Executive, and school administration;
- Help coordinate communication and volunteer recruitment within Holland Hall;
- Support Grade Representatives in carrying out their PA responsibilities;
- Assist with planning and coordinating PA events and initiatives involving Holland Hall;
- Encourage parent and guardian participation in PA activities;
- Bring Holland Hall ideas, opportunities, and concerns to the PA; and
- Assist the President and other PA members with school-wide initiatives as required.

Mullock Hall Lead

The Mullock Hall Lead represents the interests and activities of families and Grade Representatives associated with **Mullock Hall (Grades 7–12)**.

The Mullock Hall Lead shall:

- Serve as a liaison between Mullock Hall Grade Representatives, the PA Executive, and school administration;
- Help coordinate communication and volunteer recruitment within Mullock Hall;
- Support Grade Representatives in carrying out their PA responsibilities;
- Assist with planning and coordinating PA events and initiatives involving Mullock Hall;
- Encourage parent and guardian participation in PA activities;
- Bring Mullock Hall ideas, opportunities, and concerns to the PA; and
- Assist the President and other PA members with school-wide initiatives as required.

Annual General Meeting

Meeting Details

PA leadership positions and Grade Representative positions will be confirmed or elected at the Annual General Meeting (AGM).

Notice of the AGM will be provided to the school community in advance to invite parents and guardians interested in joining the PA, volunteering, or learning more about its work.

The AGM will normally include:

- A report from the President;
- A financial report from the Treasurer;
- A review of the previous school year;
- Presentation of a proposed budget for the upcoming school year;
- Presentation of a tentative calendar of PA events and initiatives; and
- Elections or appointments for PA positions.

Recruitment

The PA will work with school administration to communicate available PA positions and volunteer opportunities to parents and guardians in advance of the AGM.

Information should be distributed through appropriate school communication channels and may be supplemented by PA social media or other communication methods.

Nominations

Nominations may be submitted in advance for individuals unable to attend the AGM or may be made at the meeting.

Where only one eligible candidate is nominated for a position, that candidate may be acclaimed.

Where more than one candidate is nominated for the same elected position, voting will take place by ballot or another agreed voting method.

Terms of Office

PA leadership positions are normally held for one school year. Members may serve consecutive terms in the same position.

If the office of President becomes vacant during the school year, the PA will appoint an interim chair from among the Executive or Hall Leads and hold an election or appointment for President at the next regular meeting.

If another leadership position becomes vacant, the PA may appoint an eligible member to fill the position for the remainder of the term.

Meetings

Day and Time

The PA will generally meet monthly during the school year.

The meeting day and time will be established based on the availability of members and may be adjusted when holidays, school events, or unforeseen circumstances require rescheduling.

Meetings may be held in person, virtually, or in a hybrid format.

The President will normally chair each meeting. In the President's absence, another Executive member or Hall Lead may be designated to chair.

Agenda and Minutes

The Secretary will record minutes of each meeting and distribute them to PA members for review.

The Secretary, in consultation with the President and other PA leaders, will prepare and distribute the agenda before each meeting.

Quorum

For motions requiring a formal vote, quorum will consist of **five PA members**.

Where an issue requiring timely consideration arises between regular meetings, PA members may be briefed and asked to vote electronically.

Motions

A motion and vote of the PA will normally be required for:

- Approval of the annual budget;
- Approval of the annual or proposed calendar of events;
- Approval of significant new PA events or activities;
- Approval of expenditures not previously included in the annual budget; and
- Other matters identified by the President or membership as requiring formal approval.

Meetings with School Administration

PA leadership will endeavour to meet with school administration at least twice during the school year, including early in the school year and approximately mid-year, to maintain open communication and alignment between the PA and the school.

Parent Communication

Grade Communications

Grade Representatives may assist in distributing PA information to the parents and guardians of their grade using communication methods approved by the school.

Any parent or guardian contact information provided for PA purposes must be handled confidentially and used only for its intended purpose.

Where group email is used, email addresses must be protected using the Blind Carbon Copy (Bcc) function or another approved method that protects personal contact information.

Requests to be removed from PA communication lists must be respected promptly.

Communication Guidelines

Grade Representatives may distribute information relating to:

- PA events and initiatives;
- Volunteer opportunities;
- Fundraising activities;
- Requests for donations or event assistance; and
- Other PA-related information approved for distribution.

Questions or concerns unrelated to PA business should be directed to the appropriate teacher or school administrator.

The Secretary, President, or appropriate Hall Lead may coordinate requests for Grade Representatives to communicate with parents and guardians.

Events and Activities

Event Coordination

PA events will be coordinated collaboratively by the Executive, Hall Leads, Grade Representatives, and other parent or guardian volunteers.

For larger events, the PA may appoint an **Event Chair** or organizing committee to oversee the initiative.

Responsibilities may include:

- Developing an event plan;
- Recruiting and coordinating volunteers;
- Managing event resources and supplies;
- Coordinating communication;
- Monitoring the approved event budget; and
- Maintaining notes or recommendations to assist with future events.

Event Volunteers

The PA relies on volunteers from the wider school community to successfully deliver many events and activities.

Parents, guardians, grandparents, senior students, and other eligible volunteers may be invited to assist, subject to school policies and any applicable volunteer screening requirements.

Event Expenses

Purchases should remain within the approved event or annual PA budget.

Receipts and reimbursement requests must be submitted in accordance with the PA and school's established financial procedures.

Expenses outside an approved budget must receive PA approval before funds are committed, except where an urgent expenditure has been specifically authorized in accordance with an approved PA procedure.

Finances

Treasurer Responsibilities

The Treasurer will maintain accurate financial records for the PA and ensure funds are managed in accordance with PA decisions and applicable school financial procedures.

Financial Statements

The Treasurer will provide a financial update at each regular PA meeting and prepare a year-end financial report.

Budget

The Treasurer, in consultation with the President, Hall Leads, and other members, will prepare a proposed annual budget.

The budget will be presented to the PA for approval and may be amended during the school year where circumstances, priorities, fundraising results, or school needs change.

Requests for Funds

Requests for PA funding from individuals or groups outside the PA will be considered based on:

- Availability of funds;
- Alignment with the PA's mandate;
- Benefit to students or the school community; and
- Existing PA commitments and priorities.

Expenditures that were not included in the approved annual budget require approval of the PA with quorum present.

Account Balance

The PA will endeavour to maintain sufficient funds to support the start of each new school year.

The PA may establish an appropriate minimum operating reserve as part of its annual budget.

Funds above anticipated operating requirements may be allocated to school or student initiatives consistent with the PA's mandate following approval by the PA.

Account Signatories

Where the PA maintains an account requiring signing authority, authorized signatories will be established annually.

Authorized signatories may include:

- President;
- Secretary;
- Treasurer;
- Holland Hall Lead; and
- Mullock Hall Lead.

Two authorized approvals or signatures should be required where applicable to the PA's financial processes.

Review of Terms of Reference

These Terms of Reference should be reviewed periodically by the Parent Auxiliary to ensure they continue to reflect the PA's structure, operations, school policies, and the needs of the St. Bonaventure's College community.

Changes to these Terms of Reference require approval by motion of the PA with quorum present.

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