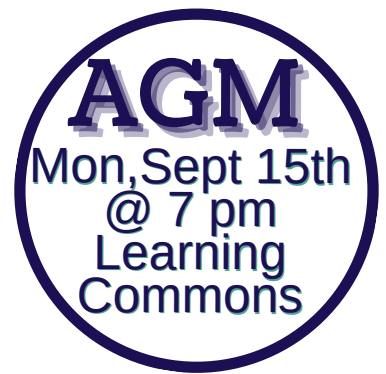




TOM BAINES PARENT
COUNCIL

—
FRIENDS OF TOM
BAINES SOCIETY



GET INVOLVED!

CHAIR

- Leads & chairs the monthly meeting
- Prepares & distributes agenda for meetings
- Main liaison with school principal & admin

VICE-CHAIR

- Assists the Chair
- Assume role of chair in chair's absence
- May ascend to the Chair position at a later time

TREASURER

- Keeps all financial records
- Verifies deposits & payments
- Writes reimbursement cheques/pays invoices
- Reviews annual budget
- Presents monthly financial position at meetings

SECRETARY

- Attends all meetings & takes minutes
- Creates draft & final meeting minutes
- Circulates/sends out finalized meeting minutes

GR. 9 FAREWELL

- Organize & execute the student-only Grade 9 Farewell celebration
- Design Farewell t-shirt
- Recruit volunteers for event
- Work with school/students on all aspects of event

SPECIAL EVENTS COORDINATOR

- Organize/execute/delegate/various events such as Walking Taco, Jacket Racket delivery etc.
- TB Council Facebook administrator/create informative posts for followers

CASINO

- Casino occurs every 2 yrs
- Fills volunteer positions
- Attends casino
- Ensure AGLC guidelines are adhered to for spending of funds raised

STAFF APPRECIATION

- Organize & execute staff appreciation events
- 2 large & 2 small events/year

KEY COMMUNICATOR

- Attends COSC meetings
- Report to council of COSC findings
- Connects CBE & Council

