



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 and School Liaison. The Executive manages the goals, calendar and finances of the MPA.

Chair (2 Year term)

- Provides leadership, direction and support to the Executive
- Sets MPA agenda for the school year and all MPA meetings in consultation with Executive and School MPA Liaison
- Sets the meeting agenda and presides over all meetings of the MPA both the Executive and Council meetings.
- Liaises all MPA event details with 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 (2 Year term)

- Responsible for recruiting and overseeing class parents
- Represents point of contact for class parent communications

- Coordinate volunteers as needed for MPA initiatives
- Work closely with the Chair and MPA School Liaison

Past Chair (1 Year term)

- Recruit volunteers to fill Executive and Council positions.
- Supports the Chair and Council.
- Provides guidance and supports the transition of the Chair.
- Attend all MPA events scheduled throughout the year

Treasurer (3 Year term)

- MPA finance liaison to parents and Chair. Be available to address any questions or concerns they have.
- Oversee budget and financial activities to ensure funds are used responsibly
- Provide guidance on event planning budgets to all event co-ordinators
- Work with Director of Finance, MPA School liaisons, MPA exec and parents to determine joint gift.
- Maintain and ensure financial integrity of MPA funds.
- Attend all MPA scheduled events throughout the year.

Secretary (2 Year Term)

- Record notes from meetings of the MPA, Executive, and Council.
- Send copies of the minutes to the meeting attendees 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.

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 and manages all clothing/swag inventory and pricing. Supports Tuck Shop Coordinator. Responsible for management of cash in the shop. Organizes uniform sale. Responsible for tagging and shelving of all clothing merchandise

- Manages weekly Pizza Lunch lists and labels for class bins. Order supplies (gloves, cookie bags, etc...). Coordinate numbers with pizza and cookie vendors.
- Attends all MPA meetings and Executive meetings. Attends other committee meetings as needed
- Sets Cocktail Party Dates with Assistant Head of School.
- Works very closely with the MPA Chair and Vice Chair.
- Oversee the “Family Fun” events with the Chair

Council – The MPA Council manages the affairs and events of the MPA. They are the “working arm” of the MPA.

Tuck Shop Coordinator (3 Year Term)

- Responsible for inventory management, ordering, and pricing of Tuck Shop snacks.
- Consult with MPA School Liaison about snacks to be carried in the shop and ensure they meet school guidelines (nut-free, variety of healthy options, etc.)
- Responsible for staffing (scheduling, training, and communicating) the tuck shop for lunch and after school shifts throughout the regular school year.
- Keeping the Tuck Shop organized and neat
- Meet with Chair and School Liaison to decide on which MPA events a ‘used uniform sale’ will take place.

Used Uniforms:

- Inventory management and pricing
- Disposal of un-saleable items
- Schedule and Co-ordinate used uniform sales at MPA events i.e. Fall Fair
- Attend all MPA scheduled events throughout the year

Fall Fair Coordinator (2 Year Term)

- Recruit volunteers to the planning committee
- Recruit a co-chair to mentor to take-over role
- Chair all planning committee meetings
- Oversee all elements of the fair including theme, activities, food, volunteers, advertising, set-up, take-down and event activities
- Work with School Liaison, school facilities staff, Director of Finance and Chair
- Attend all MPA events throughout the year

Pizza Lunch Coordinator (3 Years)

- Create schedule and email volunteers a reminder every Sunday night
- Train all new volunteers at the beginning of the year.
- Maintain appropriate level of pizza services supplies (i.e. gloves, cookie bags, etc.). Let MPA Liaison know when it is time to order more.
- Attend all MPA events throughout the year

Lost and Found Coordinator (3 Years)

- Routinely sort lost and found bins at the school (at least once per term)
- Return any labeled items to students
- Sort and display lost items (at least once per term)
- Advertise with the School Liaison that lost items will be displayed (using class parent communication and the Mirror)
- Donate any unclaimed non- Montcrest items
- Attend all MPA events throughout the year

NISPA Representative (2 Years)

- Represents MPA at NISPA meetings/functions.
- Reports back information from meetings to the MPA executive and council.
- Attend all MPA events throughout the year.

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 schools.
- The Vice Chair may be the Chair following their term as Vice Chair. Ideally any candidate nominated to the role of Vice Chair, should have previously served on Council for a minimum of one year (exceptions are made).
- 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

- Members shall make every effort to attend all MPA meetings and events.
- All Council members shall respect and ensure the confidentiality of all matters discussed at the Council meetings
- 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 School Liaison shall be consulted.

Nominating Guidelines

- Individuals responsible for nominating all roles shall consist of Chair, Vice-Chair Past Chair, School Liaison.
- 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 February 31st.
- Once vacancies are known, Chair, Vice-Chair, Past Chair, School Liaison will look for new candidates.

Meetings

- The MPA will hold meetings open to all parents.
- The MPA Executive will meet 3-4 times a year.
- The MPA Council will meet twice a year.
- Additional meetings may be called by the Chair as required
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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.
- All MPA expenses over \$10,000 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 practices 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.