

**Belfast School Fundraising Society  
Board of Officers and Directors**

**Belfast School Fundraising Society Officer Vacant Positions for the 2017-2018  
School Year**

These positions are mandatory.

**President**

The President shall have general knowledge of all activities of the Society and will carry out duties assigned by the Association.

The President shall call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board.

The President will be the chief spokesperson for the Society, unless otherwise delegated.

The President shall be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in same.

The President will be an ex-officio member of all Committees.

The President will develop a working relationship with President of School Council.

The President will develop and maintain working relationship with School Principal.

**Vice-President**

The Vice-President shall assist the President in all Society activities and will carry out other duties assigned by the President.

In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the President's responsibilities. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.

The Vice-President will be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution.

**Secretary**

It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.

In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.

The Secretary shall have charge of all the correspondence and/or documentation of the Society and be under the direction of the President and the Board.

The Secretary shall keep a Register of Members of the Society and their contact information, as required by the *Societies Act*, and shall send all Association correspondence/notices as required.

Is responsible for keeping accurate minutes of all meetings and distributes to them to the chair and recording of attendance at the meetings.

### **Treasurer**

The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.

The Treasurer shall properly account for the funds of the Society, keep such books as may be directed and disburse funds as required.

The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Society and shall submit a copy of same to the Secretary for the records of the Society.

The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.

The signing authorities of the financial accounts will be a minimum of two of the four elected Officers of the Association.

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**Belfast School Fundraising Society Directors**

Belfast School Fundraising Society has opted to have a maximum of five Directors at Large. These positions are optional, and will be filled provided there are Members willing to do so.

**Director Positions Not Vacant for the 2017-2018 School Year**

**Director(2) of Casino**

The following persons Michelle Paries and Amber Anderson will continue to hold these positions for the 2017-2018 School Year and will expire June 30, 2018.

**Director Positions Vacant for the 2017-2018 School Year**

**Director of Communication**

This person will be primary responsible for all communication on behalf of Belfast School Fundraising Society to include but not limited to School Council Bulletin Board, Fundraising Section of School Council Website and Fundraising Events on Facebook.

**Directors at Large**

Maximum of two positions open. Directors at Large may be required to vote for quorum. A Director at Large may be required to lead a special Committee during the year and may potentially handle monies collected by the Fundraising Society. This role has been slightly altered from previous years.

If you have any questions about these vacancies, the commitment required or to express interest in any of these roles please email [belfastfundraisingsociety@gmail.com](mailto:belfastfundraisingsociety@gmail.com).

Look for more information to be posted on the School Council Bulletin Board and School Council Website