

Bayview Glen Parent Association

Dear Parents,

As required by the Constitution of the Bayview Glen Parent Association, nominations for the following Executive position are now being accepted:

- President
- Vice President
- Communications Director
- Secretary
- Parent Outreach Director
- NISPA Representative
- Parent Volunteer Director
- Civvies Day

If you have any questions about the job descriptions or the nomination process, contact the Nominating Committee at pavicepresident@bayviewglen.ca

Nomination forms must be submitted no later than October 29, 2021

The Bayview Glen Parent Association NOMINATION FORM 2021 - 2023

Please nominate me _____ for the position of _____.
Your name

Signature of Supporting Parent

Signature of Supporting Parent

(Two Parent Association signatures are required for each nomination. All parents are members of the Bayview Glen Parent Association)

The nominee has agreed to stand unconditionally for the tenure term from January 2022 to December 2022 or 2023 (please circle one)

Signature of Nominee: _____

Please submit this form to the attention of Margo Jeschke, Nominating Committee c/o at pavicepresident@bayviewglen.ca.

Nominations close at 11:59 pm on Friday October 29, 2021.

Note: Please next page for position descriptions.

Current Open Position Descriptions

President:

Shall schedule and preside at all meetings of the membership and the Executive and shall be ex-officio voting member of all committees formed by the Parent Association. Shall act as liaison between the Parent Association and the school and represent the Parent Association at school and social functions. Must have held an EC position within two years prior to commencing any term of Presidency. Shall commit to a minimum of two (2) hours per month volunteering in the Shop(s).

Vice President:

Shall exercise the powers of the President in the absence of the President. In conjunction with the Communications Director, oversees the preparation of Parent Association submissions to the monthly School newsletter. Organizes the annual Parent Association Welcome Breakfast and assists the President as required. Shall commit to a minimum of two (2) hours per month volunteering in the Shop(s).

Communications Director:

Shall be responsible for communications between the Parent Association, the school administration, and all parents, by supporting the President and Vice President in school liaison, outreach initiatives, promoting volunteering and building community spirit. In conjunction with the Vice-President, prepares Parent Association submissions to the monthly School newsletter. Shall update monthly with the support of the school, the Parent Association pages of the Bayview Glen website.

Secretary:

Shall record and maintain the minutes of the Executive Committee Meetings, the General Meetings, and the Annual Special Meeting. Shall prepare the minutes of the meetings for review within two weeks of such meetings, record the approval of the minutes and ensure their inclusion into the books and the website. Shall ensure that a complete set of minutes of Parent Association meetings, manuals, reports, and finan-

cial statements for each year are properly maintained and stored at the office of the Parent Association.

Parent Outreach Director:

Promotes a sense of belonging among the Bayview Glen community, by making sure new families are integrated into the school environment and ensuring all groups are linked to the School and Parent Association activities.

NISPA Representative:

Shall be the Bayview Glen Parent Association representative to NISPA (Network of Independent Schools Parents' Associations Ontario), an organization which brings together representatives of Guild/Parent Associations of Independent Schools in Ontario, which are members of the Conference of Independent Schools (CIS).

Parent Volunteer Recruiter:

Shall recruit and organize all parent volunteers for the Parent Association sponsored events and maintain a database of parent volunteers.

Civvies Day:

Shall purchase and coordinate the presentation of candies for students to buy on Civvies Day in the lower school