

Job Descriptions for SSFS

The President is to be elected at the Annual General Meeting. (2 year term)

- Be the principal Executive Officer and shall supervise the affairs of SSFS.
- The SSFS President is also a board member of the Samuel W. Shaw School Council (hereinafter referred to as SWSSC).
- Preside at all meetings, declare the vote, and in case of a tie, have the power to cast the deciding vote. The President shall not have an initial vote.
- Ensure that all the rules and regulations are enforced and that the meetings are conducted properly.
- Prepare and distribute an agenda for meetings.
- Act as signing authority on SSFS bank accounts.
- Coordinate fundraising activities.
- Present a report on the results of all fundraising activities to SSFS membership at the SSFS AGM.

The Vice-President is to (1 year term)

- Assume all responsibilities of the President in his/her absence.
- Coordinate and complete Grant applications, working with the Principal of Samuel W. Shaw School.

The Secretary is to be elected at the Annual General Meeting. (1 year term)

- Record the minutes at all SSFS meetings.
- Keep a file of minutes and correspondences and carry out routine correspondence as required.
- Attend all SSFS meetings or ensure an alternative is present to assume duties.
- Have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President.
- Have charge of all the correspondence of the society and be under the direction of the President of the Board.
- Keep record of all the members of the society and their addresses.
- Send all notices of the various meetings as required.

The Treasurer is to be elected at the Annual General meeting. (2 year term)

- Represent, monitor and control all transactions of SSFS.
- Keep an accurate accounting of all of SSFS accounts.
- Prepare and distribute a complete and current financial report, including anticipated expenditures and income, at each meeting.
- Ensure all SSFS debts are paid on a timely basis.

- Receive and deposit all monies collected by SSFS.
- Act as signing authority on SSFS bank accounts.
- Present the approved and audited SSFS Annual Financial Statement from September to August of the previous school year at the SSFS AGM, and submit a copy to the Secretary for the records of the society.

The Directors of SSFS will be elected at the Annual General meeting. (1 year term)

- Assist with fundraising events including counting and verifying money received from the events.
- Attend board meetings.
- Two Directors shall be elected at the AGM to audit both the Secretary's Records and the Treasurer's Accounts.
- One Director may act as a signing authority on SSFS bank accounts.

The Gaming Chair is to be elected at the Annual General meeting. (2 year term)

- Keep current on Alberta Gaming and Liquor Commission (AGLC) requirements for SSFS to maintain qualification for consideration of Gaming Events by attending any AGLC training workshops.
- Attend all SSFS meetings to ensure all spending from the SSFS Gaming account follows the rules for "Use of Proceeds" as approved by AGLC for SSFS.
- Keep records of all correspondence between SSFS and AGLC.
- Submit all request for expenditures to AGLC at least 8 weeks before the scheduled event provided the information is submitted in a timely manner. A copy of the approved request form to be sent to the Treasurer.
- Submit all requests for "Change of Use of Proceeds" to AGLC. A copy of the approved or declined form is to be sent to the Treasurer.
- Ensure all correspondence sent out has two SSFS Executive signatures.
- Responsible for organizing volunteers for the upcoming Gaming Event and ensuring all volunteer paperwork is collected for submission with the Gaming License Application.
- Be responsible for completion and submission of Gaming License.
- Arrange for Casino Cash Cage Advisor and Casino Count Room Advisor. Get SSFS Approval for Advisors' fees.
- Be the mail contact for the AGLC correspondence.

No more than one family member shall hold an Executive position at the same time.

The Chair Person of SWSSC may act as a signing authority on SSFS bank accounts.