



Woodbridge Farms Parent Association Annual General Meeting Agenda

Date: September 19, 2024

Time: 20:30

Place: Woodbridge Farms Elementary

Parent Association Executive 2023-2024:

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Time	Item	Owner
20:30	1.0 Welcome and Introductions <ul style="list-style-type: none">Membership Forms	Nana Thaver
20:30	2.0 Approval of AGM Agenda	Nana Thaver
20:35	3.0 Year in Review	Nana Thaver
20:40	4.0 Financial Report <ul style="list-style-type: none">Vote to approve the 2023-2024 Financial Statement2 Auditors required to audit 2023-2024 books.	Taryn Bryenton
20:50	5.0 Overview of Parent Association Executive Positions (attached) <ul style="list-style-type: none">PresidentVice PresidentTreasurerSecretary Questions from the floor regarding positions.	Nana Thaver
21:00	6.0 Election of the 2023-2024 Parent Association Executive <ul style="list-style-type: none">Call for nominationsElection of PresidentElection of Vice PresidentElection of TreasurerElection of Secretary	Nana Thaver
21:10	7.0 Changes to WBFPA bank account signing authority: <ul style="list-style-type: none">Motion to add any new executive membersMotion to remove any former executive members	Nana Thaver
21:15	Adjournment	

Woodbridge Farms Parent Association Positions Descriptions:

President

The President shall have general knowledge of all activities of the Association. He/she will be an ex-officio member of all Committees as defined by Robert's Rules of Order. The President shall be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the Vice President in same. The President will carry out other duties assigned by the Association. He/she shall, when present, preside at all meetings of the Association and of the Board. The President will be the chief spokesperson for the Association, unless otherwise delegated. The President shall have a vote at any meeting. In the case of a tie, the motion is defeated. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

Vice President

The Vice President shall assist the President in all Association activities. He/she will preside at meetings in the President's absence and will replace the President at various functions when asked to do so by the President. He/she will be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the President in same. The Vice President will carry out other duties assigned by the Association, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President's responsibilities.

Secretary

It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Board. The Secretary shall also keep a Record of Members of the Association and their contact information, and shall send all Association correspondence/notices as required.

Treasurer

The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Association and keep such books as may be directed and disburse funds as required. He/she 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 a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The signing authorities of the financial accounts will be any two of the elected Officers of the Association.