

Hands on Summer Camp Society

Board of Directors & PAC Handbook

2018-19 Position Descriptions



Elizabeth Buckley
Middle & Elementary Schools

STEAM

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ABOUT

This handbook is an overview of the structure of the Elizabeth Buckley School and Hands on Summer Camp Society organization. The Board of Directors and Parent Advisory Committee (PAC) are parent-led. This handbook explains the division of duties and position descriptions.

OUR SCHOOL

Elizabeth Buckley School is an independent K-8 school located in Victoria, BC. EBS offers an exceptional education based on the BC curriculum with a focus on science, technology, engineering, the arts, and mathematics (STEAM) to enhance learners' learning opportunities. Learning at EBS is co-operative, engaging, exciting, and respectful of each child's individual needs. At EBS, experienced BC Teacher Regulation Branch-certified educators and skilled Education Assistants work to support each learner on his or her individual journey to success. Our enrichment programs challenge learners to think and problem solve while providing a solid educational foundation and fostering a life-long love of learning.

Low learner/teacher ratios ensure that learners' individual needs and learning styles are addressed within a secure, nurturing environment. Learners are encouraged to progress at their own rate to gain confidence and independence.

ENRICHMENT

Elizabeth Buckley School opened in 1986 to allow children with hearing impairments to learn alongside their peers. EBS has evolved over 25 years and while it is no longer a school exclusively for children with hearing impairments, its overarching theme has remained the same: to nurture a life-long love of learning in all of its learners. Currently EBS serves a wide range of children within both regular academic curricula and adapted programs in an integrated setting.

To support our learners' development, EBS has adopted a STEAM approach. STEM is an acronym for the fields of Science, Technology, Engineering, and Mathematics. At Elizabeth Buckley School, we believe that the arts are an integral part of every child's learning, and we have added the "A" to create STEAM. By "Arts" we mean visual arts, music, dramatic play, social responsibility, global citizenship and meaningful contributions in our community. Our STEAM school provides an emphasis on discovery and exploration, with STEM subjects interwoven with literacy, humanities, and physical activity.

We are also happy to offer all learners ASL and French instruction through the AIM Language Learning Program. Along with subject-related skills, Elizabeth Buckley School mentors learners in personal planning and leadership skills through the "Seven Habits of Happy Kids" program, based on Stephen Covey's "Seven Habits of Highly Effective People." The habits, which are infused into daily classroom and playground interactions, help children to learn valuable life skills such as goal-setting, personal responsibility, teamwork and communication, and maintaining balance in their lives. Throughout the year, EBS learners take part in field trips that provide first-hand experiences to reinforce their classroom learning activities.

OUR COMMITMENT TO OUR FAMILIES

Elizabeth Buckley School enhances the intellectual, physical, emotional, and social skills of all children. It encourages learners to build upon their individual strengths and to advance at their own rate of learning.

At Elizabeth Buckley School, we believe that all children are entitled to:

- A safe, nurturing community;
- A sense of self-worth and success;
- Small classes with a low learner to teacher ratio;
- Treatment by teachers and staff as an individual with unique needs and abilities;
- A respectful partnership between school, staff and parents
- Opportunities for intellectual, emotional, social and physical development;
- A balance between individual and social, quiet and active, self-directed and guided experiences.

We believe that parents are entitled to:

- A welcoming environment and a sense of belonging;
- High quality, affordable education for their children, promoting academic excellence;
- A respectful partnership with school staff;
- Open communication with the school, including the opportunity to provide direction in their child's educational plan.

VOLUNTEERISM & PARENT PARTICIPATION

The participation of families is essential to the operation of Elizabeth Buckley School. Having a volunteer program not only assists the school financially, it enriches the services and the programs that we are able to offer. Every family is asked to make a commitment of 15 hours of volunteer time per year. Our parent body represents an impressive array of skills and talents that help to enrich our programs at Elizabeth Buckley School. We recognize that each family has different time commitments, and whatever a parent's skills and time availability, there are many opportunities to make meaningful contributions to the learning environment. Whether a regular weekly commitment, or a couple of hours per month, we value the skills our families have to share, and respect their contributions.

After fulfilling their 15-hour volunteer time commitment, families are eligible for a refund of their Volunteer Deposit or may opt to have their deposit carry over to the next school year. We are unable to provide refunds to families who do not fulfill the full 15 hours per year. If you are having difficulty arranging volunteer hours please consult the Volunteer Coordinator at volunteercoordinator@steamschool.ca. Hours should be submitted each term through the "Verably" website. All hours for the year should be submitted by the end of the June to qualify for the refund. Most parents roll their volunteer deposit ahead from one year to the next, opting for a refund when their child leaves the school.

In accordance with the Criminal Record Review Act, all parents who work with or may potentially have unsupervised access to children must have a criminal record check.

Some possibilities for volunteering include: join the PAC to help with school fundraisers and hot lunch, join the Board of Directors to help with school administration or sign up for individual jobs like social media assistance, library assistance, serving at hot lunches or helping with special events. We are open to suggestions of creative ways you would like to become involved!

Current volunteer opportunities can be found on the Verably website at: <https://www.verably.com>. (You will need to create an account).

SCHOOL OPERATIONS

HANDS ON SUMMER CAMP BOARD OF DIRECTORS

Elizabeth Buckley School is operated by the non-profit *Hands On Summer Camp Society*. Parents are encouraged to join the Board of Directors or volunteer in other roles. The Hands On Summer Camp Society operates the school.

The Board of Directors consists of parents who are dedicated to the success of the school, and are responsible for the overall administration of the Society. The Board sets overall policy, hires and evaluates the principal, develops and approves the operating budget,, develops and implements annual marketing and bursary fundraising strategies, and finally, maintains a liaison with the parent body as a whole. The principal, who reports to the Board of Directors, is responsible for overseeing the curriculum, staffing, and day-to-day operations of the school.

The Board holds its meetings at the elementary school, usually on the third Wednesday of the month at 6:30 pm (see the school calendar). Board meetings are open to all parents and the minutes and agenda are available on the school's web site. Parents are encouraged and welcomed at all board meetings. Attendance at the Annual General Meeting by a representative of each family is mandatory. Child minding will be available onsite for the AGM.

Last year's board of directors (January 2017 to January 2018):

HOSCS 2017-18 Board Positions

Position	Name	Contact
President	Nicole Skoreyko	president@steamschool.ca
Vice President	Tracy Humphreys	vpresident@steamschool.ca
Treasurer	Leah Lyne	treasurer@steamschool.ca
Secretary	Melissa Phillips	board.secretary@steamschool.ca
Development Coordinator	Jodi Dong	development@steamschool.ca
Member-at-Large	Anissa Agahchen	member1@steamschool.ca
Member-at-Large	Al van Akker (Interim, from Sept)	member2@steamschool.ca
PAC Chair	Kate Langridge	pac@steamschool.ca

All of the above positions will be voted for at this year's AGM, on **January 17, 2018 at 6:30 pm**.

Open positions for 2018-19 include:

- President
- Treasurer
- Member-at-Large
- Development Coordinator
- PAC Chair

BOARD OF DIRECTORS

ALL BOARD MEMBERS ARE REQUIRED TO:

- Sign the Board Terms of Reference (at the end of this Handbook) and abide by the Constitution and Bylaws;
- Understand school policies and be able to speak to them;
- Respect confidentiality;
- Represent the families of EBS when issues arise;
- Take a solutions-oriented, collaborative approach with staff, families and other board members;
- Flag potential problems and opportunities; and
- Pitch in when a major issue arises.

BOARD OF DIRECTORS TERMS OF REFERENCE

General Information

The Board of Directors is comprised of volunteers who are passionate and committed to the success and sustainability of Elizabeth Buckley School. The Board governs the non-profit Hands On Summer Camp Society under the authority of the Societies Act of British Columbia.

The Board operates under the Policy governance model. In this model, the Board sets policies for the operation of the school, hires a School Principal to implement these policies, and monitors the operation of the school through these policies. The Board also creates strategic plans for the school. The principal is responsible for overseeing the curriculum and day-to-day operations of the school.

Board Members are elected at the Annual General Meeting held once per school year. The date and location will be decided by the directors. A board member's elected term is 1 year.

Expectations

Board Members must commit to the following:

- Attend board orientation and strategic planning sessions.
- Attend monthly meetings – arrangements can be made to participate by phone or video conferencing. If a board member is absent for three meetings without notice, that member will cease to be on the board.
- Board members are expected to participate in, or chair, standing and ad hoc committees as needed. Ongoing and committee work is completed between meetings and requires varying amounts of time, commitment and self-direction.
- Board members are also encouraged to participate at school functions. This includes communicating with staff and parents as a board representative. Contribute to the work of the board by taking on specific tasks and make every reasonable effort to complete those tasks in the time allotted. It is not satisfactory to attend meetings without taking on projects or tasks between meetings.

If a Board Member resigns his or her position prior to completion of the first term, the Board may decide to proceed with the remaining membership until the next nomination period, or that a replacement

member must be sought before the end of the year in order to continue and strengthen the work of the Board.

Positions on the board include the executive, comprised of:

- President
- Vice President
- Treasurer

Other positions include:

- Secretary
- Development Coordinator
- PAC Chair
- Member at Large (up to 2 members)

POSITION DESCRIPTIONS

PRESIDENT

- Liaise with the Vice-President to ensure sound decision-making and prioritization of tasks, usually occurring between Board meetings to ensure an in-time response;
- Maintain open communication and positive working relationships with the principal and administration;
- Be able to address sensitive issues effectively;
- Address issues not requiring full Board involvement;
- Serve as a point person and sounding board for members' ideas between meetings;
- Oversee major decisions by doing research and engaging in a collaborative decision-making process;
- Engage in special projects, such as researching space acquisition, new building plans, etc.;
- Conduct exit interviews, along with other Board members, and present these findings to the Board in a way that maintains confidentiality and allows the Board to focus its priorities;
- Monitor the Principal job description and the incumbent's performance of duties; advertise and help hire this position when vacant;
- Ensure that the staff job descriptions meet the operational needs of the school.
- Provide the annual update at the AGM;
- Serve as a point person on the Board for interviews and meetings outside EBS, as well as writing letters for documentation and research protocols;
- Sign official documents for funding;
- Create a sounding board for ideas for growth and change at both the Board level and with the administration;
- Commit an average of 2-3 hours per week, in addition to monthly board meetings.

VICE-PRESIDENT

- Assist with the President to ensure sound decision-making and prioritization of tasks, usually occurring between Board meetings to ensure an in-time response;
- Work with President to decide how to address delicate issues. Address issues not requiring full Board involvement;
- Serve as a point person and sounding board on the Board for members' ideas between meetings;
- Oversee major decisions by doing research and engaging in a collaborative decision-making process;
- Engage in special projects, such as research space acquisition, new building plans, etc;
- Conduct exit interviews, along with other Board members. Present these findings to the Board in a way that maintains confidentiality and allows the Board to focus its priorities;
- Assist the President in monitoring the Principal job description and the incumbent's performance of duties; help hire this position when vacant;
- Assist the President in monitoring the Office Manager job description to ensure sustainability of the incumbent; advertise and help hire this position when vacant;
- Serve as a point person on the Board for interviews and meetings outside EBS, as well as writing letters for documentation and research protocols;
- Sign official documents for funding;
- Create a sounding board for ideas for growth and change at both the Board level and with the administration.
- Commit an average of 2-3 hours per week, in addition to monthly board meetings.

TREASURER

- Liaise with external bookkeeper;
- Review monthly financial statements;
- Present and report on budget versus actuals to board;
- Liaise with Principal and Office Manager with regard to budget development and budget performance;
- Liaise with external accountant during preparation of Review Engagement financial statements;
- Present the Review Engagement of the year-end financial statements at the AGM and initiate vote to accept.
- Manage cash resources as appropriate (contingencies, capital funds, working capital);
- Develop and propose policy with regard to prudent financial management;
- Review and approve financial transactions;
- Sign cheques;
- Other duties and special projects (review insurance documents, staff benefits, implications of any proposed changes with regard to CRA & non-profit status);
- Commit to 2-3 hours per week, in addition to monthly board meetings.

SECRETARY

- Remind Board members of upcoming meetings;
- Collect agenda items;
- Send out agenda in advance along with relevant documents;
- Taking meeting minutes during monthly Board meeting and send to Board members for review immediately following the meeting;
- Remind Board members of action items that must be addressed between meetings;
- Create two versions of meeting minutes when applicable (meeting notes and public meeting minutes).
- Commit to 2 hours per week, in addition to monthly board meetings.

DEVELOPMENT COORDINATOR

- Lead Fundraising Committee, Oversee grant-writing and large-scale school fundraising;
- Ensure board works on sponsorship and grant fundraising and send any small-scale fundraising opportunities through the PAC;
- Assist Principal in writing grants, e.g. ArtStarts, Telus;
- Facilitate timely and appropriate communications of the Board to families and staff;
- Facilitate general development of the school in any way possible.
- Commit to 2 hours per week, in addition to monthly board meetings.

MEMBER AT LARGE

- Follow all general board member requirements
- Fill in on and/or run committees, especially in the case of time sensitive projects that need extra assistance;
- Help facilitate and run Community/Family events;
- Other special projects that may arise from time to time;
- Commit to 2 hours per week, in addition to monthly board meetings.

PARENT AUXILIARY COMMITTEE (PAC)

Elizabeth Buckley School also has a Parent Auxiliary Committee. The PAC is responsible for volunteering within the school community and environment (e.g. small-scale fundraising, running the hot lunch program, and helping out with special event days). The PAC also plays an important role in providing feedback to the Principal and Board.

The Treasurer and Office Manager have signing authority on any cheques written or funds released on behalf of the PAC. All requests for funds from the PAC are to be submitted by e-mail to pac@steamschool.ca.

The PAC is responsible for small fundraising efforts and community building events such as, the silent auction, chocolate orders, and the ongoing grocery and gift card fundraisers, and the Board is responsible for larger efforts, such as grants and sponsorship applications. The PAC works to cultivate school spirit and a sense of community in EBS with projects such as, hot lunches, movie nights, and the welcome picnic.

PAC POSITIONS 2017-18

Position	Name	Contact
PAC Chair	Kate Langridge	pac@steamschool.ca
PAC Vice Chair	Tina Bebbington	pacvp@steamschool.ca
PAC Secretary/Treasurer	Sarah Cook	pacsecretary@steamschool.ca
Member-at-Large	Vacant	
Member-at-Large	Vacant	

As mentioned above, the PAC Chair position is vacant for 2018-19. However, the Vice Chair is expected to run for the Chair position, in which case the PAC Vice Chair position will be vacant.

PAC CHAIR

- Liaise with the Board of Directors and Office Manager to finalize PAC fundraisers and community events for the year (done in May for the following school year);
- Oversee PAC fundraising projects;
- Assess PAC fund requests from the school and distribute funds once requests are approved by administration;
- Speak on behalf of the PAC;
- Preside at membership and Executive meetings;
- Attend Board meetings regularly and update the Board on PAC projects;
- Commit to approximately 2 hours per week, in addition to monthly board meetings.

PAC VICE-CHAIR

- assume the duties of the Chair in the Chair's absence or upon request;
- assist the Chair in the performance of his or her duties;
- accept extra duties as required;
- Commit to 30 minutes to 1 hour a week.

PAC SECRETARY/TREASURER

- ensure that members are notified of meeting;
- ensure that an agenda is prepared;
- record and file minutes of all meetings and ensure they are posted on the school website in a timely manner;
- prepare and maintain other documentation as requested by the membership or Executive;
- ensure all funds of the Society are properly accounted for;
- ensure that proper financial records and books of account are maintained;
- report on all receipts and disbursements at General and Executive meetings ;
- make financial records and books of account available to members upon request;
- have the financial records and books of account ready for inspection or audit annually;
- with the assistance of the Executive, draft an annual budget;

- ensure that another Executive has access to the financial records and books of account in the Treasurer's absence;
- Commit to approximately 2-3 hours a month.