

Hands on Summer Camp Society

Board of Directors & PAC Handbook

2015-16 Position Descriptions



STEAM

Elizabeth Buckley
Middle & Elementary Schools

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ABOUT

This handbook is an overview of the structure of the Elizabeth Buckley School and Hands on Summer Camp organization. The Board of Directors and Parent Advisory Committee (PAC) are parent lead and 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 students' 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 student on his or her individual journey to success. Our enrichment programs challenge students to think and problem solve while providing a solid educational foundation and fostering a life-long love of learning.

Low student/teacher ratios ensure that students' individual needs and learning styles are addressed within a secure, nurturing environment. Students 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 students. Currently EBS serves a wide range of children within both regular academic curricula and adapted programs in an integrated setting.

To support our students' learning and 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 students ASL and French instruction through the AIM Language Learning Program. Along with subject-related skills, Elizabeth Buckley School mentors students 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 students hop into our two vans and go places to enjoy first-hand experiences to reinforce their classroom learning activities. We enjoy trips to Pearkes Arena for skating in the fall, spring swimming lessons at the Crystal Pool, as well as many other outdoor endeavors that support our STeAM focus on experiential learning.

OUR COMMITMENT TO OUR FAMILIES

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

At Elizabeth Buckley School, we believe that all children deserve:

- To be a part of a safe, nurturing community;
- To enjoy feelings of self-worth and success;
- To learn in small classes with a low student to teacher ratio;
- To be treated as individuals with unique needs and abilities;
- To benefit from a partnership between school, staff and parents
- To have opportunities for intellectual, emotional, social and physical development;
- To have balance between individual and social, quiet and active, self-directed and guided experiences.

We believe that parents deserve:

- To be welcomed and to feel a sense of belonging;
- To have access to high quality, affordable education for their children, promoting academic excellence;
- To benefit from a respectful partnership with school staff;
- To be part of ongoing communication with the school, including the opportunity to provide direction in their child's educational plan.

VOLUNTEERISM & PARENT PARTICIPATION

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 we are willing to work with parents to find a role that fits well with their skills and availability. Whether a regular weekly commitment, or a couple of hours per month, we value the skills our parents 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 have the 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 Office Manager. Hours should be submitted each term. This can be done through the school web site Parents' page. 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 Ministry guidelines, all parents volunteering in the school must have a criminal record check. This can be done at no cost at a local police station by presenting a volunteer letter from the school, available at the office.

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 our website at <http://www.steamschool.ca/current-families/volunteer>

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 to take part in the administration of their child's school. The Hands on Summer Camp Society operates both the school and summer camp.

The Board of Directors consists of parents who are dedicated to the success of the school and camp, 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 budgets (with a separate budget for the camp and the school), 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 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 is as follows:

HOSCS 2014-15 Board Positions

Position	Name	Contact
President	Megan Wilson	president@steamschool.ca
Vice President	Terry Langridge	vicepresident@steamschool.ca
Treasurer	Chris Boissevain	treasurer@steamschool.ca
Secretary	Bernadette Payne	secretary@steamschool.ca
Fundraising/Grants Coordinator	Jenny Forth	development@steamschool.ca
Policy Coordinator	Nicole Skoreyko	policy@steamschool.ca
Marketing Coordinator	Tina Bebbington	promo@steamschool.ca
Camp Coordinator	Jessica Asp	camps@steamschool.ca
Communications & Liaison Coordinator	Carlie Kilduff	communications@steamschool.ca
Member-at-Large	Terese Kristiansen	member1@steamschool.ca
Member-at-Large	Heather & Blair Stevens	member2@steamschool.ca

Beginning with this year’s AGM, set to take place **Wed 14 October at 6:00 pm**, the board will consist of the following positions:

HOSCS 2015-16 Board Positions

Position	Name	Contact
President	<i>Running</i> Nicole Skoreyko	president@steamschool.ca
Vice President	<i>Running</i> Bernadette Payne	vicepresident@steamschool.ca
Treasurer	<i>Incumbent</i> Chris Boissevain	treasurer@steamschool.ca
Secretary	<i>Running</i> Jessica Asp	secretary@steamschool.ca
Fundraising/Grants Coordinator	<i>Running</i> Jodi Dong	development@steamschool.ca
Policy Coordinator	OPEN	policy@steamschool.ca
Marketing Coordinator	OPEN	promo@steamschool.ca
Camp Coordinator	OPEN	camps@steamschool.ca
Elementary Liaison	<i>Running</i> Jenny Forth	elementaryliaison@steamschool.ca
Middle School Liaison	<i>Running</i> Tracy Humphreys	middleschoolliaison@steamschool.ca
PAC Liaison	OPEN	pacliaison@steamschool.ca

BOARD OF DIRECTOR POSITION DESCRIPTIONS

ALL BOARD MEMBERS ARE REQUIRED TO:

- Represent the families of EBS when issues of interest or concern come up
- Discuss with the Board issues and interests that arise
- Participate in strategizing with the Board to develop and create solutions
- Identify potential problems and opportunities
- Work effectively as a team member
- Pitch in when a major issue arises

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. 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
- Monitor the Office Manager job description to ensure sustainability of the incumbent; advertise and help hire this position when vacant
- 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

An average time commitment 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. 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
- Monitor 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

An average time commitment of 2-3 hours per week, in addition to monthly board meetings.

TREASURER

- Prepare budget for CAMP & EBS
- Sign cheques
- Review monthly financial statements & compare to budget
- Present and report on budget versus actuals to board
- Liaise with external bookkeeper
- 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 year-end Review Engagement statements at AGM for acceptance
- 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
- Other duties and special projects (review insurance documents, staff benefits, implications of any proposed changes with regard to CRA & non-profit status)

An average time commitment of 1-2 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
- Creating two versions of meeting minutes when applicable (meeting notes and public meeting minutes)

An average time commitment of 1 hour per month, in addition to monthly board meetings.

FUNDRAISING & GRANTS COORDINATOR

- 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 PACWrite grant proposals
- Assist Principal in writing grants, e.g. ArtStarts, Telus

An average time commitment of 2-3 hours per month, in addition to monthly board meetings.

POLICY COORDINATOR

- Liaise with Principal to determine policy needs for school
- Liaise with Camp Director to determine policy needs for camp
- Create policy and discuss it with Principal or Director
- Present policy to Board for approval
- Liaise with Board to determine governance plan for the Board
- Research governance and present options to the Board for approval
- Liaise with Board, Principal and Director to determine HR policy needs
- Create appropriate HR policy and collate into manual for staff
- Present HR manual to Board for approval
- Ensure staff have access to up-to-date manuals and liaise with principal for questions regarding HR policy

An average time commitment of 1-2 hours per week, in addition to monthly board meetings.

MARKETING COORDINATOR

- Liaise with the Board to determine marketing needs and budget
- Develop and implement annual marketing plan
- Liaise with treasurer and Principal on marketing budget items
- Create advertising messaging
- Coordinate advertising buys (traditional and online channels)
- Arrange for graphic design/ad layout
- Research new, innovative channels to market the school
- Coordinate any trade show opportunities
- Facilitate discussion about the school through online forums and channels (other than existing social media profiles)
- Create content for and develop marketing collateral materials
- Assist with application of school's graphic identity
- Responsible for media relations, including creating media releases, identifying opportunities, generating interest and follow up
- Identify additional opportunities for the school to participate in community events and gain name recognition

An average time commitment of 1 hour per week, in addition to monthly board meetings.

CAMP COORDINATOR

- Be the contact person for the Camp Director for camps, including discussions of budget, enrollment and advertising; help decide when camps cannot run due to low enrollment
- Determine how to set STEaM camps; liaise with Marketing Coordinator
- Help with hiring staff for these programs
- Oversee camp training and programming with Camp Director
- Liaise with Camp Director to ensure the smooth running of these programs
- Report to the Board on plans and progress

An average time commitment of 1-2 hours per week during peak camp planning times (January-May), in addition to monthly board meetings.

ELEMENTARY LIAISON

- Communicate key initiatives and programs to the EBS elementary community
- Work with Middle School Liaison to ensure communication between two sites
- Communicate with new/incoming families
- Contribute Board update to the monthly EBS newsletter
- Arrange for volunteers for committees as needed
- Contribute EBS updates to the Cridge newsletter

New position, likely 2-3 hours per month in addition to monthly board meetings.

MIDDLE SCHOOL LIAISON

- Communicate key initiatives and programs to the EBS middle school community
- Work with Elementary School Liaison to ensure communication between two sites
- Communicate with new/incoming families
- Contribute Board update to the monthly EBS newsletter
- Arrange for volunteers for committees as needed

New position, likely 2-3 hours per month in addition to monthly board meetings.

PAC LIAISON

- Point of contact between the PAC, Board of Directors and Administration to ensure consistency and clear communication
- Overseeing PAC fundraising goals
- Set annual fundraising event calendar
- Oversee volunteer hours and track sign-up. Communicate with families about volunteer opportunities
- Monitor PAC activities

New position, likely 1-2 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 (i.e. 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 and advice to the principal and Board.

The PAC oversees all small-scale fundraisers at Elizabeth Buckley School. Any individually coordinated fundraisers must be approved by the PAC to ensure they are spaced out and EBS families have notice of upcoming fundraisers. The PAC may delay or veto any fundraiser if it does not fit within the parameters.

Funds raised by the PAC can be allocated at the discretion of the PAC, with the approval of EBS administration. All individual fundraising, such as hot lunches should be done with the full knowledge, by the volunteer, that any funds raised will go into the PAC funds.

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 Liaison will communicate with the PAC closely, in order to help each other attain goals and support with projects, when needed. The PAC Liaison will give PAC updates to the rest of the board at monthly board meetings. The board can make suggestions and requests of PAC fund allocation, but ultimately the PAC, with the final approval of school administration, can decide on PAC allocation.

The PAC is responsible for small fund raising efforts 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.

PAC POSITIONS 2015-16

We do not currently have a PAC President or PAC members. The PAC is an integral component of our school community. If you are interested in joining the PAC, please contact the office:

info@steamschool.ca.

PAC PRESIDENT - OPEN

- Liaise with the PAC Liaison on the Board of Directors and Office Manager to finalize PAC fundraisers for the year (done in September/October)
- Oversee PAC fundraising projects
- Assess PAC fund requests from the school and distribute funds

GENERAL PAC MEMBERS - OPEN

- Assist with organization of family and school events
- Organize food for hot lunches and events
- Follow fundraiser and hot lunch timelines and procedures
- Work as a team member