

CALL FOR NOMINATIONS  
RICHMOND ASSOCIATION FOR MONTESSORI (RAM)  
2014-2015 EXECUTIVE COMMITTEE

Dear Parents/Guardians:

You are invited to join us at our special General Meeting on **Thursday November 13<sup>th</sup>, 7 – 8 p.m. at Garden City School.**

RAM needs your help! Without parents who volunteer their time RAM cannot actively support the continuation of the Montessori program for our children. Becoming active in RAM is an important way to become involved in your child's education. It directly helps your children's education and keeps you informed about school issues, programs and events, and Montessori in the public education system.

As children get older and families move on, a number of Executive positions will be vacant for next year – most notably the Chair position. Without a full executive, including a Chair (or co-chairs), and others, RAM cannot function. We have the ability to support new executive members by partnering with current and former Executive members, but we need your help! As parents, we are all busy, but we all want the best for our children. Without your help, your children's Montessori program will suffer.

Positions are open for nominations for the 2014 – 2015 term that need to be filled are: (duties listed on Page 2):

- |                                       |  |
|---------------------------------------|--|
| · Chairperson                         | · Materials Receivers (from each school) |
| · Vice-Chairperson                    | · Fundraisers                            |
| · Secretary                           | · RAM/PAC Liaison (one from each school) |
| · Treasurer                           | · Members-at-large                       |
| · Purchaser and Inventory Coordinator | · Webmaster                              |
| · Volunteer Coordinator               |  |

To volunteer or nominate another person, please complete this form and return it to the school office by November 10th or bring it with you to the meeting. Election of Executive Committee positions will take place at the special **General Meeting on Thursday, November 13, 2014 at 7 PM at Garden City School** (Garden City Rd., Richmond).

Have questions, or looking for more information? Contact Ally Medweth at [allymedweth@shaw.ca](mailto:allymedweth@shaw.ca)

1. I \_\_\_\_\_ would like to volunteer for the \_\_\_\_\_ position.

\_\_\_\_\_  
Signature of volunteer

\_\_\_\_\_  
Phone Number & email

2. I would like to nominate the following person for the following RAM position (I have their consent):

Nominee Name: \_\_\_\_\_ Position: \_\_\_\_\_

\_\_\_\_\_  
Signature of nominator

\_\_\_\_\_  
Phone Number & email

## RAM - DUTIES OF EXECUTIVE COMMITTEE MEMBERS

### **Chairperson (can be shared among co-Chairs)**

- Call and lead general and Executive meetings;
- Act as spokesperson for the RAM;
- Gather relevant information and share with the RAM as necessary;
- Assign duties as needed and establish committees where authorized to do so by the Executive or membership.

### **Vice Chairperson – Time Commitment: 15 hours per school year**

- Consult with the chairperson and school administration to prepare agendas;
- Assume the duties and responsibilities of the Chairperson during any absence; and
- Carry out duties as may be assigned by the Chairperson and/or Executive.

### **Secretary – Time Commitment: 10 - 15 hours per school year**

- Record minutes of all RAM and Executive meetings and distribute to members before the next meeting;
- Send agenda/meeting notices to school secretaries for distribution to parents;
- Maintain an accurate copy of the Constitution and Bylaws; and
- File annual report with the BC Registry Services per the Society Act.

### **Treasurer – Time Commitment: monthly, as necessary**

- Receive, collect and deposit all relevant funds to the RAM bank account;
- Maintain financial records; and provide income and expense reports monthly; including an annual financial report at the Annual General Meeting;
- Submit annual report to CRA to ensure continuation of charitable status; and prepare and send tax receipts for donations received; and
- Work with fundraiser to distribute membership and cash donation call out letters (twice yearly);

### **Purchaser and Inventory Coordinator – Time Commitment: 15 - 20 hours per school year;**

- Receive lists of desired materials for order from each school; and purchase the Montessori materials as budgets permit;
- Update and maintain the inventory database and produce labels for new materials;
- Coordinate with teachers and receivers to label, and distribute new materials upon arrival;
- Identify opportunities for materials sharing within the 3 schools; and
- Coordinate with Treasurer for timely payments to suppliers.

### **Materials Receiving Team – Time Commitment: 2 hours per school, once or twice a year (receiving assistants); 10 hours per school year (lead receiver)**

- Coordinate with Purchaser, Inventory Coordinators and teachers to label and distribute new materials at your school.

### **Volunteer Coordinator – Time Commitment: 3 - 5 hours per school year**

- Seek and coordinate volunteers to help with RAM duties and activities;
- Maintain a volunteer database; and
- Communicate with volunteers to assess their availability and preference for tasks.

### **Fundraiser or Fundraising Committee – Time Commitment: 5 - 10 hours per school year, dependent on fundraising plan**

- Prepare the fundraising plan, including the membership and cash drives, and present to executive members at the start of school year for approval; and
- Arrange and implement the agreed upon fundraising events, coordinate volunteer support

### **RAM/PAC Liaison (One per school) – Time Commitment: bi-monthly meetings, as necessary**

- Act as liaison between RAM and PAC (Parent Advisory Council) at your school, and provide updates at meetings; and
- Check RAM drawer at your school and deliver relevant information to appropriate RAM Executive.

### **Webmaster – Time Commitment: updates as necessary**

- Manage and update the RAM website and Facebook pages, adding content as necessary to ensure information is available to the membership and to the public.

**Chairperson, Vice-Chairperson, Secretary and Treasurer are the signing officers of RAM.**