

**NOTICE OF ANNUAL GENERAL MEETING &  
CALL FOR NOMINATIONS  
RICHMOND ASSOCIATION FOR MONTESSORI (RAM)  
2015-2016 EXECUTIVE COMMITTEE**

Dear Parents/Guardians:

You are invited to join us at our **Annual General Meeting on Thursday May 28<sup>th</sup>, 7 p.m. at Garden City Elementary School.**

RAM needs your help! 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. 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.

Various positions are open for nominations for the June 2015 – June 2016 term and many positions can be shared: (duties listed on Page 2):

- |  |  |
|--|--|
| · Chairperson                            | · Fundraisers                                  |
| · Vice-Chairperson                       | · RAM/PAC Liaison (one from each school)       |
| · Secretary                              | · Web Administrator / Social Media coordinator |
| · Treasurer                              | · Members-at-large                             |
| · Purchaser and Inventory Coordinator    | · Translators                                  |
| · Materials Receivers (from each school) |  |

To volunteer or nominate another individual, please complete this form and return it to the school office by May 26, 2015 or bring it with you to the RAM Annual General Meeting. Election of Executive Committee positions will take place at the RAM Annual General Meeting on Thursday, May 28, 2015 at 7:00 PM at Garden City Elementary School (8311 Garden City Road).

Have questions, or looking for more information? Please email to: [info@richmondmontessori.ca](mailto:info@richmondmontessori.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(s)**

- 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; and

## **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;
- Coordinate printing and distribution of Ram meeting notices, agenda, and other materials
- 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 fundraising team 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: 2-3 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.

## **Fundraising Team – 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;
- Seek and maintain volunteer database, 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;
- Check RAM drawer at your school and deliver relevant information to appropriate RAM Executive, and
- Update the RAM board at each school.

## **Web Administrator(s) / Social Media coordinator – Time Commitment: updates as necessary**

- Manage and update the RAM website, adding content as necessary to ensure information is available to the membership and to the public.
- Update Facebook page periodically with Montessori related materials.

## **Translator(s) – Time Commitment: 1-2 hours per school year or as required**

- Assist in translating RAM materials to Chinese text [must have capable software]