

**NOTICE OF ANNUAL GENERAL MEETING &  
CALL FOR NOMINATIONS  
RICHMOND ASSOCIATION FOR MONTESSORI (RAM)  
2016-2017 EXECUTIVE COMMITTEE**

Dear Parents/Guardians:

You are invited to join us at our **Annual General Meeting on Thursday May 26<sup>th</sup>, 7 p.m. at James McKinney Elementary 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. 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 June 2016 – June 2017 term that need to be filled are: (duties listed on Page 2):

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Volunteer Coordinator
- Fundraisers
- RAM/PAC Liaison (one from each school)
- Members-at-large
- Webmaster

To volunteer or nominate another individual, please complete this form and return it to the school office by May 7, 2016 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 26, 2016 at 7:00 PM at James McKinney Elementary School.

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 (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; 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);

### **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 with weekly Montessori related materials.

### **Translator(s) – Time Commitment: 1-2 hours, as required**

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