**Duties of Officers**

**Chair**

* Chairs all Society meetings held during the year.
* Prepares in consultation with the Principal an agenda for the Society meeting.
* Works to assist the various co-ordinators and committees where needed.
* Has been an active elected Officer of the Lakeland Ridge Parents Action Society for at least one year\*.
* Submits Society renewal forms.
* Prepares and submits year end report.
* Acts as a Liaison with the school council

**Vice Chair**

* Chairs any meeting that the Chair is unable to attend.
* Steps in to take over the Chair’s duties should they be unable to complete their term of office.
* Has been an active elected Officer of the Lakeland Ridge Parents Action Society for at least one year\*.
* Records the minutes in the absence of the Secretary.

**Treasurer**

* Is responsible for maintaining a set of books for the Society in accordance with the bylaws of the Society.
* Handles the issuing of cheques approved by the Society and Council and the depositing of all funds to the bank accounts for the Society or Council.
* Provides written reports at every Society meeting as to the current standing of the gaming accounts.
* Maintains separate accounting for the general and gaming accounts.
* Provides the necessary documents for auditing purposes and to prepare yearly financial statements and income tax forms.
* Attends Council meetings and provides written reports as to the current standing of the general account.
* Is responsible for the remittance of all government forms.
* Provides information on the financial matters affecting the Society.
* Has been an active member of the Lakeland Ridge Parents Action Society for at least one year\*.

**Secretary**

* Records minutes at the meetings of the Society.
* Types correspondence as requested.
* Provides minutes from the previous meeting for adoption at the next meeting.
* Maintains files at the school, (including minutes and financial statements) for the Society for a minimum of seven (7) years in accordance with the Government regulations. Permission to destroy files must be voted on by the Society.
* Copies of the minutes from the previous meeting will be made available to those in attendance at the next meeting.
* An original copy of the minutes with all attachments and the treasurer’s report will be filed in the Society filing cabinet at the school.
* Will keep an accurate list of names and addresses of the Society Officers

**Directors at Large**

* To sit on committees as needed
* To assist in the running of Society activities