



Parents' Organization (PO)

The primary purpose of the PO is to foster a close feeling of community at the School by providing support and assistance to the School. In this connection, the PO will strive to provide communication links between parents and the School, to identify and respond to needs and services in the School and to coordinate activities within the School.

PO EXECUTIVE

President

- Acts as an ambassador for the parent community through regular meetings with the Head of the Upper School, the Principal, the Association Board, and faculty or staff.
- Directs the activities of the PO and conducts monthly committee meetings at which members submit and discuss their reports.
- Represents the PO both within and outside the School.

Vice-President (appointed position)

- Assists the President throughout the year and fills in for the President as needed.
- Apprentices with the President and assumes the position of the President the following school year.
- Acts as the Interguild Representative at meetings and events of other private schools.

Past President

- Assists the President as needed.
- Chairs the PO Nominating Committee and conducts the election of officers at the PO Annual General Meeting.
- Responsible for reviewing and amending the PO Constitution as needed.

Communications Coordinator

- Co-ordinates all communication between the PO, School Administration, and parent body
- Obtains approval for all print and electronic communication vehicles used by PO portfolios.

Parent Network Coordinator – two co-chairs

The primary focus of the PO Parent Network is community building to enhance the spirit of UCC. This initiative is accomplished through grade-wide social parent gatherings and by encouraging parent participation in school functions and events.

- Establishes a parent communication network within the Houses.
- Assists the Year Reps and House Reps to coordinate social activities for their year to facilitate networking.

Secretary

- Prepares and distributes agendas and minutes for all Executive and Advisory meetings.
- Takes attendance at meetings and receives all committee reports.

Treasurer

- Reports the assets and liabilities of the PO and has overall responsibility for PO funds.
- Prepares monthly financial statements, and coordinates a year-end financial report.
- Works closely with all revenue generating PO portfolios.

Volunteer Coordinator

- Creates and maintains a database of all volunteers and passes it on to relevant committees.
- Responds to volunteers' questions regarding events and commitments
- Attends school functions to strengthen the volunteer base.

PO ADVISORY

Community Service Chair

- Acts as a liaison between the Director of Horizons and parent volunteers.
- Coordinates the Boarder care packages for September and December.
- Organizes the PO Boarder Basket Sale at the Festive Marketplace.

Facilities Chair

- Responsible for booking facilities for PO meetings, the PO AGM and other events.
- Organizes the catering requirements for various PO events such as the PO meetings, AGM or parents' social event if needed.
- Decorates the school for special events such as Graduation, Prize Day and holidays.

Festive Marketplace Chair

- Co-Chairs "Festive Marketplace" with the PPO Festive Co-Chair
- Establishes and oversees the Festive Committee.
- Conducts monthly Festive committee meetings.

Library Chair

- Oversees the scheduling and training of volunteers in the Upper School Library.
- Acts as the PO liaison to the Upper School library staff.
- Volunteers in the library throughout the school year.

Grad Rings and Frames Chair

- Organizes and oversees the sale of school rings and photo/diploma frames throughout the school year.
- Acts as the PO liaison to the suppliers of rings and frames.

Special Events Committee(two co-chairs and one assistant)

- Oversee and organize the Fall New Clothing Sale.
- Acts as the PO liaison to uniform suppliers for the Fall New Clothing sale.
- Organize the catering and decoration needs for the Spring Arts Festival in collaboration with the Arts Booster Club
- Assistant will support the PPO "Special Event Committee" to create PO/PPO Speaker Series' event posters and catering needs.

The Used Blues Shop Chair

- Coordinates and oversees the TUBS and the Fall Used Clothing Sale.
- Volunteers in TUBS throughout the school year.
- Schedules volunteers for the "The Used Blues Shop".
- Organizes locker cleanout several times throughout the year.
- Maintains student billings for sales in TUBS

Used Book Chair

- Maintains and updates used books for sale in TUBS.
- Organizes and oversees the "Used Book Intake" at the end of the school term and acts as the PO liaison to the Canadian Book Exchange.
- Volunteers in TUBS throughout the school year.

Year Representative

(each year is represented by one Year Rep except for IB2 which has two Year Reps)

- Acts as a liaison between the Parent Network Chairs and the House Reps.
- Meets and communicates regularly with House Reps to organize year wide social events

House Representative

(each house in each year is represented by one House Rep)

****House Representatives are part of the Parent Network not the PO Advisory but are welcome to attend monthly PO meetings. ****

- Acts as a liaison between the Year Rep and parents.
- Attends scheduled meetings with the Year Rep and fellow House Reps
- Assists the Year Rep with the organization of year-wide social events.