

Role of the Charter Board Executive

The authority of the Gwynne Valley Rural Academy Society is derived from the province, and the Charter Board is accountable to Alberta Education. As the corporate body elected by the Gwynne Valley Rural Academy Society, the Board of Directors are responsible for the development of goals and policies to guide the provision of educational services to students in keeping with the requirements of government legislation and the values of the society.

As per the Gwynne Valley Rural Academy Society Charter Bylaws, the individual elected or appointed to the society's executive will fill dual roles on the charter board.

The executive roles are defined as follows:

Chair/President

The role of the Charter Board Chairperson/Society President shall:

- a. When present, chair all meetings of the Charter Board and Society;
- b. Be an ex-officio member of all committees of the Charter Board and Society;
- c. Be the official spokesperson of the Charter Board and Society, unless otherwise delegated by Charter Board resolution or policy; and
- d. Carry out other duties assigned by the Charter Board or as may be required pursuant to the Education Act or the Societies Act, as the case may be.

Vice-Chairperson/Vice-President

The role of the Charter Board Vice-Chairperson/Society Vice-President shall:

- a. In the absence of the Chairperson/President, perform all of the duties and exercise all of the powers of the Chairperson/President; and
- b. Carry out other duties assigned by the Charter Board or as may be required pursuant to the Education Act or the Societies Act, as the case may be.

Secretary

The role of the Charter/Society Secretary shall:

- a. Attend all meetings of the Charter Board and the Society and to ensure a record is kept of all proceedings of these meetings;
- b. Distribute notices of meetings in accordance with these bylaws or as otherwise directed by the Chairperson or Charter Board;
- c. Maintain an up-to-date list of the names and addresses of all Members;
- d. File the annual return, changes in the Officers of the Society, amendments to these bylaws and other incorporating documents with the Corporate Registry;
- e. Carry out other duties assigned by the Superintendent or as may be required pursuant to the Education Act or the Societies Act, as the case may be.

Treasurer

The role of the Charter/Society Treasurer shall:

- a. Supervise the business and financial operations of the Society including, but not limited to:
 - i. preparation of an annual budget and audited financial statement;
 - ii. ensure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Charter Board;
 - iii. financial accounting, including accounts payable and receivable; and
 - iv. ensuring compliance with the financial reporting requirements of federal or provincial legislation, as required.
- b. Present the Charter Board with an accurate accounting of the Society's finances, whenever require; and
- c. Carry out other duties assigned by the Superintendent or as may be required pursuant to the Education Act or the Societies Act, as the case may be.

Legal Reference: The Education Act – Section 53
The Societies Act (2000)
Gwynne Valley Rural Academy Charter Bylaws (2023)