



From 2020-2024, the Friends of Morrin School Council (FMSC) alongside multiple community members, families, organizations, businesses, and school alumni raised over \$720,000 to enhance our new Morrin School! FMSC is so grateful for the generosity of our community, and we couldn't be more excited to see the staff and students starting off 2024 being in the new school.

As the new school has opened, a new phase of work is underway to continue to support our students, school staff and community by building "The Hub". FMSC has leased the old gymnasium to Prairie Land who will not only operate the building, but has also committed to contributing significant funds and in-kind labour to assist with the re-purposing of the area. "The Hub" will be an integrative space for our students and community members to be able to engage with multiple trade opportunities, mechanics, and arts, and will also help to promote an active lifestyle for people of all ages, right here in our community.

To support the sustainability and vision of this project, FMSC is seeking new team members to continue to lead the project beginning in June 2024. We are looking for committed community members that would be willing to take on a leadership role and help ensure the success of the development of "The Hub" and the future work of FMSC. It is critically important that the positions on the executive are filled so we can continue to revitalize our community and build a state-of-the-art space to enhance the overall learning, health and wellness for our students and community members.

Below are the different positions and a brief description of the roles that need to be filled in June 2024. If you have any questions about the positions, the commitment of the role or are interested in the positions you can email [friendsofmss@gmail.com](mailto:friendsofmss@gmail.com) for further information.

We are hopeful that we can see new members becoming involved and enhancing our community and school! If you have questions please email [friendsofmss@gmail.com](mailto:friendsofmss@gmail.com)

Title	Responsibilities
Chair	<ul style="list-style-type: none"> <li>• Champions the project and provides leadership as required</li> <li>• Chairs FMSC meetings and ensures:               <ul style="list-style-type: none"> <li>○ being aware of the needs of all members; being impartial and objective; starting and finishing on time; being approachable</li> </ul> </li> <li>• Supports effective change management of the project</li> <li>• Reviews reports/documents to determine what needs to be brought to FMSC meetings in conjunction with other governance members</li> <li>• Is the public spokesperson for FMSC unless another FMSC member is delegated</li> </ul>
Co-Chair	<ul style="list-style-type: none"> <li>• Supports the chair in all functions and decision making</li> <li>• Attends FMSC meetings and leads if Chair is unable to attend</li> <li>• Reviews reports/documents to determine what needs to be brought to FMSC meetings in conjunction with other governance members</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Dealing promptly with correspondence</li> <li>• Taking accurate notes of meetings and storing all communication from meetings</li> <li>• Making sure members receive all the necessary material</li> <li>• Bringing the necessary material to the meeting</li> <li>• Ensuring quorum is met for meetings</li> <li>• Having knowledge or experience of committee procedures</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Presenting financial reports to the board in a format that helps the board understand the society's financial position</li> <li>• Advising the board on how to carry out its financial responsibilities</li> <li>• Overseeing the preparation and scrutiny of annual accounts</li> <li>• Day to day financial duties, such as book-keeping, budgeting and preparation of reports</li> <li>• Including execution of annual audit as per bylaws and completing filing of annual returns</li> </ul>
Communication Lead(s)	<ul style="list-style-type: none"> <li>• Responsible for planning and creating marketing and communications for the overall project</li> <li>• Disseminates all communication for FMSC</li> <li>• Communication includes internal and external communications, such as PowerPoints, emails, social media, flyers, letters, website content and other verbal and written forms of communication</li> <li>• Liaises with school staff (e.g. secretary) to disseminate materials to parents/guardians &amp; staff while considering school-based FOIP</li> </ul>
Casino Chairperson	<ul style="list-style-type: none"> <li>• Responsible for the coordination of documents and communication with agreed upon advisor</li> <li>• Completes all required documentation for AGLC</li> <li>• Coordinates logistics for casino including securing volunteers, booking hotel rooms and ensuring required financials are in order with the treasurer (ie: right number of cheques)</li> </ul>