

ST. GEORGE'S SCHOOL
OF MONTREAL



ÉCOLE ST-GEORGES
DE MONTRÉAL

Volunteer Opportunities



“The roots of all goodness lie in the soil of appreciation for goodness.”

– Dalai Lama



VOLUNTEER HANDBOOK

2 – Introduction

3 – School Committees

4-7 – Board Committees

8-9 – Parent Activity Committee

10-13 – Curriculum Events



Dear Families,

One of the best parts about St. George's is the real sense of community between faculty, students and parents. At St. George's, we believe that family involvement is a key ingredient to the overall success of your child's educational experience and academic achievement.

The uniqueness of St. George's provides the opportunity for parents to volunteer on a multitude of levels. From cheering on our students on Red and Blue Day, to judging science fair projects, to participating on one of our many committees, our resourceful and generous parents provide extraordinary enhancements to life at St. George's. There is a place for everyone and it is not unusual for our students to see parents helping out in some meaningful way.

We invite you to take the time to read through our volunteer brochure to see the many ways that you can become involved at St. George's.

We look forward to counting you among our valued parent volunteers!

volunteering@stgeorges.qc.ca

SCHOOL COMMITTEES

MARKETING COMMITTEE

The primary responsibilities of the Marketing Committee are to:

- Provide oversight to marketing efforts, including branding and exposure of the School in order to ensure its integrity within and outside of the organization;
- Assist in the implementation of a marketing and communication strategy based on a review and the prioritization of specific initiatives related to the School's strategic objectives;
- Promote the School's positive image, while supporting the core values and vision of the School in areas of enrolment and development.

We are looking for parents with professional marketing and/or advertising experience.

Meetings: On a monthly basis, or as required

EDUCATION COMMITTEE

The committee assists the work of the administration of the School in connection with various education related matters. It supports the School in facilitating change and considering innovations in educational policies.

Meetings: Approximately four (4) times per year

BOARD COMMITTEES

IMPORTANT NOTE

These Board committees are not decision-making bodies but provide assistance to the Board of Directors and the administration.

These committees do not deal with issues relating to individual teachers, children, and parents. Operational matters are addressed directly by the administration.

GOVERNANCE COMMITTEE

The primary responsibilities of the committee are to provide assistance to the Board in fulfilling its responsibilities to the School and meeting its fiduciary oversight and related obligations in connection with governance matters. The committee identifies governance practices and standards that promote and enhance effective Board management decision-making as well as ensure that the governance policies and practices of the School are consistent with its mission.

It is recommended that parent members have previous School Board experience and that committee membership represents a balance from both the Elementary and the High School. Note that the committee may from time to time involve other “non-member” individuals to participate on the committee based on related experience, background or other relevant skill sets.

The Nominating and Review Committee is a sub-committee of the Governance Committee and is responsible for reaching out to the entire School community in order to broaden the pool of potential volunteers and to identify potential board and committee members by matching skill sets with current school needs.

Meetings: At least five (5) times per year, or as required

BOARD COMMITTEES

FINANCE COMMITTEE

The committee monitors the financial activities of the School and ensures that these activities are carried out in accordance with approved policy and generally accepted accounting procedures.

Parent members of the committee should ideally be conversant with financial matters generally and with the finances of the School specifically. Committee membership strives to represent a balance from both the Elementary and the High School.

Meetings: A minimum of six (6) meetings per year with additional meetings as requested by the Treasurer or the Board

BOARD COMMITTEES

BOARD OF DIRECTORS

The Board of Directors is entrusted with the responsibility of governing the School and ensuring its long-term sustainability.

Guided by best practices and the School's Mission, the Board is responsible to act on behalf of the School within the guidelines of non-interference with operations unless absolutely required for matters affecting the proper management of the School, risk management or the long-term sustainability to the School.

Board members are identified by the Nominating Committee and are voted in at the Annual General meeting by the members of Corporation of St. George's School of Montreal for a one year term, renewable for up to two additional consecutive terms.

Board Members:

- Participate in other active volunteer activities for the School, including Board and School committees and sub-committees or other Board initiatives in addition to time spent at the Board meetings;
- Attend key School functions as requested by the Chair or the Head of School including, the Annual General Meeting, Annual School Gala or equivalent, Annual fundraising events;
- Exercise positive ambassadorship for the School for the larger community;
- Be willing to support annual giving and capital campaigns to the best of his/her financial ability;
- Attend board membership training and professional development as organized by the Chair of the Board or other individual;
- Maintain objectivity and confidentiality; and
- Understand and make a commitment to "holding the School in trust for one's children's children".

Meetings: A minimum of eight (8) regular meetings of the Board of Directors to be held at such time and at such place as may be fixed by resolution of the Board of Directors from time to time

BOARD COMMITTEES

BUILDINGS & GROUNDS COMMITTEE

The committee works with the administration of the School to ensure proper maintenance, repairs and improvements are done to the physical buildings of the School. The committee also provides assistance regarding related projects put forward by the administration or the Board of Directors of the School and is entrusted with oversight for the long term sustainability of the physical plant.

Experience in building maintenance, and/or the construction industry is required.

Meetings: As required

ADVANCEMENT COMMITTEE

The primary responsibility of the Advancement Committee is to set fund-raising goals for the year based on a review and prioritization of specific initiatives related to enrichment projects, financial assistance objectives, facility improvement requirements and general endowment needs. The committee recommends short and long term fund-raising strategies and action plans to the Board of Directors to achieve these goals.

Committee membership strives to represent a balance from both the Elementary and the High School.

Meetings: On a monthly basis during the school year but may also meet more frequently as necessary

PARENT ACTIVITY COMMITTEE (PAC)

At St. George's, parent involvement has been a long-standing tradition and important part of the fabric of our School. PAC provides a unique opportunity for all parents to engage in School life by supporting a variety of school activities to benefit our students. Please feel free to participate in as many events as your schedule permits.

– **Meetings: Approximately four (4) times a year**

CLASS PARENTS

A great way to connect with all the families in your child's grade while acting as the liaison for PAC related activities. Class parents represent our school from Kindergarten-Grade 11.

– **Meetings: No formal meetings but communication via email on a regular basis**

RED AND BLUE DAY

Volunteers are needed to help plan the activities and man the stations during the hour-long event.

– **November at both campuses**

PAC ACTIVITIES

TEACHER APPRECIATION

Volunteers are needed to bake, decorate and help prepare a pot luck dinner.

– February and April at both campuses

READ & RECYCLE

A great opportunity to clean out your closets and bookshelves by recycling beloved books for our students. All items left after the day are donated to charitable organizations. Parents are needed to sort materials and man tables at the event.

– April at both campuses

WINTER CARNIVAL

A fun-filled outdoor winter wonderland day for our elementary school students and parents. Be part of this exciting event and join in on a toboggan run, caleche ride or simply enjoy a hot chocolate.

– A Friday in Mid-Winter

CURRICULUM EVENTS

SCIENCE FAIR JUDGES

St. George's Science Fair is judged by volunteer parents and/or alumni who help select projects to represent St. George's at the Hydro Quebec Montreal Regional Science & Technology Fair in March.

Parents with a background in research and/or science make ideal judges, but anyone interested in evaluating student work is welcomed!

- **The Fair happens for a full day in early February.**
Judges are only required from 8 til noon

INTEGRATIVE PROJECT PANEL MEMBER

All students in Grade Eleven choose, plan, and execute a project related to a social issue that they consider important. Students make a brief presentation of their projects to a panel comprised of teachers and administrators, parents and alumni, as well as other socially active community members.

The purpose of these panels is for students to receive feedback on their work as well as explore further opportunities to mitigate the negative impacts of social problems with panel members.

We are looking for parents who have an appreciation for community service and who can offer constructive feedback to students.

- **Two (2) afternoons in May**

CURRICULUM EVENTS

CAREER FAIR EXHIBITORS

St. George's Career Fair is an opportunity for students to meet with professionals in order to gain insight into various fields and careers and expose students to career options that they may not be aware of or be familiar with.

The Career Fair has been recently changed to a bi-annual event with the next fair tentatively scheduled for November 2014.

COMMUNITY LEARNING PODS

As parent volunteers, you accompany small groups of students to a service organization and support them so that they can make meaning from their experiences.

The goal of this initiative is transformation. It is our belief that school should teach students how to live meaningful, purposeful, and engaged lives outside the walls of this building, and that life can enrich, inform and shape our academic experiences.

A letter is sent out directly to parents at the beginning of the school year to confirm continued engagement and recruit new leaders.

For more information, consult our FAQs or contact Danielle Delhaes at danielle.delhaes@stgeorges.qc.ca.

CURRICULUM EVENTS

SCIENCE MENTORS

At St. George's, strong Grade 10 science students are often paired with a science mentor to develop a robust Grade 11 Science Fair project. This two-year relationship represents an incredible opportunity for our students to explore the world of science and be exposed to career opportunities.

A science mentor is an experienced scientist who volunteers time and skills to a science student by:

- Sparking an interest in science;
- Helping bring science fair projects to fruition;
- Serving as role models (honesty, rigour, patience, openness, etc.);
- Directing students toward sources of useful information;
- Transferring knowledge; and
- Guiding students in terms of future studies & Science-oriented careers.

If you are interested in becoming a Science Fair mentor, please contact Danielle Delhaes at danielle.delhaes@stgeorges.qc.ca.

OPEN HOUSE TOUR GUIDES

The annual Open House events at St. George's rely heavily on the participation of many engaged and enthusiastic parents who team up with students to give prospective families a tour of the campus and answer questions they may have about St. George's life.

Each campus has two tours. Tour volunteers are asked to attend at least one mock tour to learn the route and practice the scripts. Many parents have commented that the professionalism and energy of our Open House tours swayed them to ultimately apply to St. George's. If you are personable and proud to show off your school, we want you!

CURRICULUM EVENTS

GUEST SPEAKER SERIES

There are a number of active Guest Speaker series at St. George's.

THE ROBERT T. LEICESTER MEMORIAL LECTURE

Named after popular Head of School (1966-1975) and history buff Robert "Bob" Leicester, this longstanding St. George's tradition invites historians, social commentators, politicians and visionaries to address students as part of their culture and ideology curriculum. Last year's speaker was St. George's parent Mr. Marc Garneau, C.C., CD, Ph.D., F.C.A.S.I., MP, former astronaut and Member of Parliament who ran for the leadership of the Liberal Party of Canada.

ALUMNI SPEAKER SERIES

Initiated as part of our 80th anniversary celebrations in 2010-2011, the Alumni Speaker Series brings back former students to talk about their time at St. George's and where it has led them. A list of past speakers is posted on our website at www.stgeorges.qc.ca/alumni/speakerseries

DISTINGUISHED WOMEN SPEAKER SERIES

As part of its commitment to provide its students with opportunities to explore traditional and non-traditional careers, St. George's introduced a new speaker series in 2012 featuring prominent women who have achieved success in their chosen fields. These lectures are designed to inspire young female students in particular and encourage them to dream big and aim high.

If you are interested in speaking or would like to suggest the name of someone who would be a perfect candidate for any one of these speaker series, please contact communications@stgeorges.qc.ca.



VOLUNTEER CONTACT FORM

Thank you for expressing an interest in volunteering at St. George's. Please print out and scan back to volunteering@stgeorges.qc.ca or drop it off at reception at either campus so that someone can contact you directly.

NAME (PLEASE PRINT)

EMAIL ADDRESS (PLEASE PRINT)

I AM INTERESTED IN THE FOLLOWING COMMITTEES

Select all that apply:

- | | | |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Governance | <input type="checkbox"/> Advancement | <input type="checkbox"/> Building & Grounds |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing | <input type="checkbox"/> Education |

I AM INTERESTED IN HELPING WITH THE FOLLOWING P.A.C. ACTIVITIES

Select all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Class Parent | <input type="checkbox"/> Teacher Appreciation
Dinner/Lunch | <input type="checkbox"/> Read & Recycle |
| <input type="checkbox"/> Red & Blue Day | <input type="checkbox"/> Winter Carnival | <input type="checkbox"/> Opening Day Activities |

I AM INTERESTED IN HELPING WITH THE FOLLOWING CURRICULUM RELATED EVENTS

Select all that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Earth Day | <input type="checkbox"/> Community
Learning PODs | <input type="checkbox"/> Open House
Tour Guide |
| <input type="checkbox"/> Science Fair Judges | <input type="checkbox"/> Guest Speaker Series | <input type="checkbox"/> Science Mentors |
| <input type="checkbox"/> Integrative Project
Panel Member | <input type="checkbox"/> Career Fair Exhibitors | |



2013 Volunteer Opportunities