



**Association Prémamanuelle Les Bouts d'Choux  
French Immersion Preschool**

P.O Box 32167 Mill Woods RPO, Edmonton, AB T6K 4C2  
Located in École Frère Antoine School  
2850 Mill Woods Road Edmonton, AB T6K 4A1

## **Secretary**

### Responsibilities:

- Attend all board meetings
- Record minutes for board and general meetings
- Prepare, distribute meeting minutes in a timely matter to be reviewed by members of the board prior to next meeting
- Copy given to teaching staff to be kept in classroom
- Prepare, edit, format parent handbook for distribution at September parent meeting, and to upload on Bouts Choux website
- Amend handbook throughout year as needed
- Create, maintain executive board list (names, address, email, phone#, date of birth-date of birth is needed for AGLC purposes), distribute to members
- Police Criminal Records Check is required (preschool will reimburse expense)

Please refer to the Board Handbook for details on meetings, policies/procedures, and bylaws.

Digital files with templates and example copies will be given at June turnover meeting.