

Guidelines For the Annual Fall Convention and AGM

- The date and location for the Annual Fall Convention and AGM will be decided by the SCSBA Board of Directors at the preceding January Board of Directors' meeting.
- The registration fee shall be set to cover expenses of the convention with a 10% surplus to be built into the fee.
- The host city is encouraged to solicit local support and sponsorships.
- Promotional items such as handbags, portfolios, etc. are not expected unless they are donated.
- The convention planning will provide for the AGM of the SCSBA, as well as sessions pertinent to current issues, resolutions or initiatives of the SCSBA.
- Planning of the convention will be a joint effort of the host committee with the support of the Executive Director and the Board of Directors.
- The convention booklet will be produced by the Executive Director in conjunction with the Planning Committee.
- The Planning Committee is asked to present its plan for approval at the spring Board of Directors' meeting.
- Convention brochures and registration forms will be distributed to all Catholic Boards of Education and the Executive Director, not later than June 15, prior to the convention and AGM.
- The host committee will appoint a Chairperson to preside over the convention. The President of the SCSBA will bring greetings on Friday evening and will preside over the AGM.
- The President of the SCSBA will provide closing remarks at the conclusion of the convention.
- The Planning Committee shall provide a Meritorious Service Awards Banquet on Saturday evening with the banquet program being produced by the Executive Director.
- Award winners will be issued two complimentary tickets to the banquet.
- The Vice-President of the SCSBA will serve as Chairperson for the Meritorious Service Awards Banquet.
- The Convention Program shall make provision for a Eucharistic celebration.
- The Convention and AGM will be scheduled to begin on Friday and conclude on Sunday, no later than noon.
- The President of the SCSBA will send complimentary invitations to the following partner representatives:
 - Bishops of Saskatchewan
 - Minister of Education
 - Deputy Minister of Education
 - President of the Canadian Catholic School Trustees Association (CCSTA)
 - Executive Director of the CCSTA
 - President of the Alberta Catholic School Trustees Association (ACSTA)
 - Executive Director of the ACSTA
 - President of the Saskatchewan School Boards Association (SSBA)
 - Executive Director of the SSBA
- The Conference Planning Committee shall be responsible for registrations and for all accounting of funds.
- The Conference Planning Committee shall submit a financial statement to the Executive Director within six weeks of the completion of the convention and AGM.
- All profits are to be forwarded to the SCSBA.