

Project/Committee email:	legacyproject@killarneyparent.ca	
LEGACY COMMITTEE		
Role	High Level Accountability	Who
KPC Liason	Ensure alignment with KPC goals and KAF campaign	Andrea / Leah
Co-Lead	Consult on Project Strategy, project structure, Stakeholders	Carolyn
Co-Lead	Manage Project, Outcomes, Chair committee	Joanna
Fundraising Analyst	Review and track opportunities for grants, partnerships, sponsorships, fundraising etc.	Andrea / Leah
Design Liaison	Design lead to coordinate plans for design to obtain quotes. Ensure Compliance is met (eg: CBE Facilities, LOC, permits)	Jan?
Partner rep - Stantec	Link with Stantec Design team	Andrea D
Comms / Content writing	Create comms plan for project. Provide content for comms, grants, reports. Help manage social media	
Historian	Gather history of school, montessori and establish sustainability for future	Heather M
Marketing / Education	Determine best way to engage stakeholders for project (eg: surveys, presentations), find partnerships and work with teachers for learning opportunities	
Project Events	Plan, budget, coordinate and execute any events as part of the project eg: spring celebration, courtyard painting etc.	Joanna / Andrea
The following have agreed to assist as part of regular KPC exec duty: will be engaged as required		
Social Media	Create Graphics and Social media updates	Linda
Financial Lead, Go fund me	Accountable for bookkeeping and financial reporting	Mel / Sharlene
Website	Update Legacy Website page	Aaron
Garden	Gather input on sensory garden and liaise for maintenance	Angela Brady