

# **PAC Executive Job Descriptions**

**We strive to work together to enrich our children's education and be a support to our school's staff!**

**The PAC is made up of ALL the Parents/Guardians of students in the school. The Executive perform the following formal roles to ensure the organization continues...**

## President:

- Calls and Chairs Executive and PAC meetings.
- Works with the Secretary to prepare each meeting's Agenda.
- Meets with the school Principal on a monthly basis.
- Is the Official Spokesperson for the organization.
- Is the chief delegator ensuring the objectives of the organization are met.
- Is a Signing Officer.
- Writes a PAC newsletter message each month.
- Oversees and appoints special committees as needed to carry out PAC business

## Vice-President:

- Assumes the duties of the President in their absence.
- Supports and accepts duties as required.
- Is a signing Officer.
- Is in training to become President.

## Treasurer:

- Is a signing Officer.
- Drafts the Budget with the assistance of the Executive.
- Responsible to keep the books up to date, deposit all funds into the PAC Account and disperse cheques for all PAC business.

## Secretary:

- Takes Minutes at each PAC meeting.
- Posts a copy of the Minutes for all to review.
- Issue & Receive Correspondence for the Organization.
- Keeps a record of all newsletter.

#### District Parent Advisory Council Representative (DPAC):

- Attends DPAC meetings.
- Reports information from DPAC to the PAC.
- Takes input from the PAC back to DPAC.
- Keeps the DPAC binder up to date.

#### School Board Liaison:

- Attends School Board Meetings.
- Reports information back to the PAC.

#### Volunteer Co-ordinator:

- Keeps an up to date list of all parents/guardians able to Volunteer at the school.
- Contacts Volunteers as events/needs arise to arrange for help.
- Seek to involve PAC members in the activities of the school.

#### Fundraising Co-ordinator:

- Plan for the appropriate amount of fundraisers to meet the needs of the PAC budget.
- Summarize each fundraiser and report to the PAC.
- Make a tentative plan each May for the following year's fundraisers.

#### Six Member's-at-Large:

- Help with duties as they arise and are of interest to them throughout the year.

#### Past President:

- Helps smooth the transition between Presidents.
- Assist and advise the council.
- Chair the Nomination Committee each May.

#### Three Members of the School Planning Council:

- One must be an Elected member of the PAC Executive.
- Represents and speaks on behalf of PAC at SPC meetings.
- Takes direction from PAC and reports back to PAC.

The maximum term for Each of these Positions is Two Years.