

# **Chartwell Parent Advisory Council**

## **~Available positions and descriptions~**

### **Executive Committee:**

#### **1. Chair/Co-Chair(s)** - The senior officer(s) of the PAC executive committee

##### **Duties:**

- Plan and run the monthly Executive PAC Meeting, General PAC Meeting, and Special Meetings as they arise, using the Roberts Rules of Order
- Works with Secretary to ensure that an agenda is prepared and presented
- One of the signing officers for the PAC
- Know the constitution, bylaws, and meeting rules
- Parent representative to: school, school board (WVS), and DPAC (district PAC)
- Meet and coordinate with the principal on a monthly basis
- Help plan events and committees with the PAC Executive
- Delegate events to event coordinators and provide them with support
- Help plan the budget and fund-raising activities.
- Attend various events: Welcome-to-Kindergarten, Multi-Cultural Night, Curriculum Night and 'Meet the Staff Evening', Parent/Staff Appreciation Luncheon, etc.
- Communicate with the parents at regular intervals via email and the website
- Official spokesperson for the organization

**Time commitment – on average 2-5 hours per week**

#### **2. Vice Chair** - Provides support to the senior officer

##### **Duties:**

- Assume the responsibility of the Chair in the Chair's absence or upon request
- Assist the Chair in the performance of their duties
- Class Parent Coordinator: organizes class parents and ensures that every division has at least one representative. Helps recruit class parents and contacts teachers via administration to remind teachers to select parents by end of September so that the communication process is started.
- Accept extra duties as required
- One of the signing officers for the PAC
- Responsible for general communication of PAC information to parents and the school administration
- Attend monthly Executive PAC Meeting and General PAC Meetings

**Time commitment – on average 2 hours per week**

#### **3. Past Chair** -

##### **Duties:**

- Helps smooth the transition between Chairs
- Assist, advise, and support the PAC
- Provide information about resources, contacts, and other essential information to the PAC
- Attend monthly Executive PAC Meeting

**Time commitment – on average 2-3 hours per month**

**4. Secretary** – Responsible for recording and keeping the minutes

**Duties:**

- Responsible for recording and keeping the minutes of all PAC Executive and General meetings and forwarding them to the executive and the principal for approval before posting to the website
- Ensure Executive members are notified of meetings
- Arrange babysitters for general PAC meetings
- May be a signing officer
- Keep an accurate and up-to-date copy of the Constitution and Bylaws and provide copies to members upon request
- Attend monthly Executive PAC Meeting and General PAC Meetings

**Time commitment – on average 0-1 hour in week 2 and 3; 2-3 hours in week 1 and 4**

**5. Treasurer** - Manages the finances for the PAC

**Duties:**

- Responsible for receiving all funds for the PAC and making bank deposits at a recognized financial institution approved by the PAC
- Responsible for the safekeeping of all the PAC financial assets
- Distributing funds authorized by the Executive and/or the PAC
- Maintain an accurate record of all expenditures to the appropriate GL
- Provides accurate accounting and financial outcomes for all PAC events and initiatives
- Prepares the financial report to be reviewed at the monthly Executive PAC Meeting
- Attends and presents the financial report at the monthly Executive PAC Meeting
- Prepares the budget with assistance and input from the Chair and Principal and presents it at the PAC Annual General Meeting in June
- Presents an annual financial statement at the PAC Annual General Meeting in June
- Make financial documents available for viewing by members upon request
- Be fluent in Quick Books accounting software
- Signing officer for the PAC

**Time commitment – on average 5-8 hours per month**

**6. DPAC Representative** - (District Parent Advisory Council)

**Duties:**

- Attends DPAC meetings (1<sup>st</sup> Wednesday morning of every month) and represents, speaks, and votes on behalf of the PAC
- Reports to PAC on matters relating to the DPAC
- Renew Chartwell PAC membership to the BCCPAC (if applicable)
- Attend monthly Executive PAC Meeting and General PAC Meetings

**Time commitment – 2 hours per month for DPAC meeting + attendance at General meeting**

**7. Member-At-Large (x3)** – Represent the PAC in the community

**Duties:**

- Help with duties as they arise and are of interest to them throughout the year
- Assist in disseminating information to all school families by being aware of current affairs at school and be open to receiving feedback or questions from parents, which would be brought forth at the Executive meeting.
- Attend monthly Executive PAC Meeting and General PAC Meetings

**Time commitment – on average 3 hours per month (sometimes the same week)**

**8. Community Liaisons: Chinese, Persian, Korean** – Represent the PAC in their cultural community

**Duties:**

- Translate PAC documents periodically into native language for distribution in community
- Assist in disseminating information to all school families by being aware of current affairs at school and be open to receiving feedback or questions from parents, which would be brought forth at the Executive meeting.
- Help with duties as they arise and are of interest to them throughout the year
- Attend monthly General PAC Meetings
- Attend monthly Exec PAC Meetings at their discretion

**Time commitment – on average 2 hours per month + attendance at General meeting**

**9. Hot Lunch Chair** – Overall administration and supervision of the Hot Lunch program

**Duties:**

- Select vendors and menu items which meet the Guidelines for Food and Beverage Sales in BC Schools
- Set up the MunchaLunch website for orders for each term
- Answer all parent inquiries regarding Hot Lunch via email or telephone.
- Collect payments and ensure all parent accounts are paid in full within 4 weeks of each term starting.
- Generate reports and labels and email them to vendors within in their required timeline.
- Print out reports for the volunteers and ensure the reports are in the Hot Lunch binder prior to the actual Hot Lunch day.
- Reconcile vendor invoices with work orders and ensure accounts are paid and in good standing.
- Liaise with the office on communication of the Hot Lunch program, payments, and the arrival of new families.
- Attend monthly General PAC Meetings
- Attend monthly Exec PAC Meetings at their discretion

**Time commitment - September and January: approximately 8-10 hours for programming and follow ups for non-payments (can be done any time of day)**

**- Monthly ordering of beverages, treats, and printing of reports: approximately 1.5 hours per week**

**11. Volunteer Coordinator** – To increase awareness and recruitment of volunteers

**Duties:**

- Update our online Volunteer Sign Up list of opportunities for the beginning of the school year
- Monitor the Volunteer Sign Up site and forward appropriate Volunteer information to Committee Chairs
- Communicate in a timely and professional manner with any inquiries that come through the Volunteer Sign Up online system
- Attend monthly General PAC Meetings
- Attend monthly Exec PAC Meetings at their discretion

**Time commitment – 3 hours for programming the system annually (can be done any time of day); approximately 1 hour per week throughout the year**

## **Committees:**

**1. Hot Lunch Coordinators (Tuesday, Thursday and Friday)** – Organization of the parent volunteers for the Hot Lunch program

### **Duties:**

- Organize and communicate to the group of parent volunteers who assist on the hot lunch days throughout the year, using our online system Volunteer Spot
- Ensure the smooth distribution of lunches to students on the day
- Continually improve processes and keep training documentation up to date
- Keep the kitchen's cleaning/misc. supplies in stock
- Keep the Hot Lunch Chair and the Executive PAC abreast of issues that arise so they may be addressed in a timely manner
- Monitor the Volunteer Sign Up site and communicate in a timely and professional manner with any inquiries that come through the Volunteer Sign Up online system
- Assist the Hot Lunch Chair in their duties when needed
- Attend monthly General PAC Meetings and Exec PAC Meetings at their discretion

**Time commitment – on average 1 hour per week + training new volunteers as needed**

**2. BC Fruit & Vegetable Program** – Administer program offered to schools by the BC provincial government

### **Duties:**

- Update Chartwell student statistics in September
- Distribute Fruits and Vegetables every 3 weeks to each classroom
- Ensure the storage area is clean and free of spoiled food
- Must have Food Safe Level 1

**Time commitment – on average 1-2 hours every 3 weeks**

**3. Spirit Wear/Grad Hoodies** – Administer the school project

### **Duties:**

- Liaise with the Vendor in September to choose products available
- Present options to the PAC Exec, along with pricing, for approval
- Collect orders and payments
- Reconcile payments and submit to Treasurer for deposit
- Present a financial summary and overview of the year's sales to the PAC

**Time commitment – approximately 4 hours from September - November**

**4. Halloween Dance: Coordinators x 2** – Organize & execute the annual Family Halloween Dance

### **Duties:**

- Review the previous year's post event notes
- Create an event outline based on the previous year's file
- Organize volunteers for Ticket Sales, Decorating, Bake Sale, and Clean Up
- Collect orders and payments
- Reconcile payments and expenses; submit to Treasurer for deposit
- Present a financial summary and post mortem of the event to the PAC

**Time commitment – approximately 10 hours from September – October 31<sup>st</sup>, including 4 hours on the actual day of the dance**

**5. Multi-Cultural Night: Coordinators x 2** – Organize & execute this annual event

**Duties:**

- Review the previous year's post event notes
- Create an event outline based on the previous year's file
- Organize Table Leaders and volunteers for Ticket Sales, Set Up, Auction, and Clean Up
- Collect orders and payments
- Reconcile payments and expenses and submit to Treasurer for deposit
- Present a financial summary and post mortem of the event to the PAC

**Time commitment – approximately 10 hours from March - May, including 4 hours on the actual day of the event**

**6. Grade 7 Farewell: Coordinators x 2** – Organize & execute the fundraising activities along with the Farewell Ceremony and Luncheon on property

**Duties:**

- Review the previous year's post event notes
- Create an event outline based on the previous year's file
- Create an fundraising outline based on the previous year's file, with a detailed budget
- Organize volunteers for fundraising events and communications
- Ensure all fundraising activities have accurate accounting and financial outcomes and submit financial information to the Treasurer on a regular basis
- Find a volunteer to manage the creation of the Grad Book
- Collect ticket orders and payments for the Ceremony and Lunch
- Reconcile payments and expenses and submit to Treasurer for deposit
- Present a financial summary and post mortem of the year's activities to the PAC

**Time commitment – on average 4-6 hours per month**

**7. Book Fair** – Assist the Librarian with organizing & executing this annual fundraiser in May

**Duties:**

- Assist the Librarian with set up duties as required
- Organize volunteers to assist during the sale
- Assist the Librarian with collecting orders and payments

**Time commitment – approximately 4 hours in May**

**8. Family Photo Night** – Organize and execute the event

**Duties:**

- Review the previous year's post event notes
- Create an event outline based on the previous year's file
- Organize volunteers as necessary
- Collect orders and payments
- Reconcile payments and expenses and submit to Treasurer for deposit
- Present a financial summary and post mortem of the event to the PAC

**Time commitment – approximately 4 hours in October/November**

**9. Coffee/Breakfast Club** – Organize and execute the morning event monthly (usually on a Friday)

**Duties:**

- Communicate to Class Parents monthly in advance of meeting
- Arrive early to prepare Coffee & Tea
- Host parents for 1 hour in the Library

**Time commitment – 2 hours per month**

**10. Emergency Preparedness** – Ensures Chartwell is equipped and prepared for an Emergency

**Duties:**

- Liaise with the Principal on equipment or supply needs
- Ensure that supplies are not expired
- Extra duties as required on the project
- Communicate needs to the PAC
- Represent the PAC on any Emergency Preparedness committees outside of Chartwell

**Time commitment – 3 hours per year**

**12. Badminton Club** – Oversee and administer the family program

**Duties:**

- Purchase the insurance
- Book the gym space with the Principal and SD45 Facilities department
- Administer the membership and collect fees
- Organize volunteers to set up and clean up weekly
- Reconcile payments and expenses and submit to Treasurer for deposit
- Present a financial summary and program overview to the PAC

**Time commitment – approximately 3 hours initial administration, then it depends on whether you attend the Friday sessions**