

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 Executives perform the following formal roles to ensure the organization continues...

PAC Chairs:

- ❖ 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-Chair:

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

Treasurer:

- ❖ Is a signing Officer.
- ❖ Drafts the Budget with the assistance of the Executive.
- ❖ Responsible for keeping 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.

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.

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.

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