



IRWIN PARK

IRWIN PARK PARENT GROUP (IPPG) ROLES AND DESCRIPTIONS

IPPG is Irwin Park's parent advisory group (PAC). The Executive Officers are voting members as follows:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Communications Chair
- Volunteer Coordinator
- Hot Lunch Coordinator
- District PAC Irwin Park Representative
- Primary (K- 3) Parent Representative
- Intermediate (4 -7) Parent Representative
- New Family Member-at-Large

ROLES & RESPONSIBILITIES:

Chairperson

- Convenes and presides at General, Special and Executive Meetings
- Directs the affairs of the association
- Ensures that an agenda is prepared and presented
- Knows the Constitution and Bylaws and meeting rules
- Represents the parent body to school administration, school board (SD45), and DPAC
- Meets and coordinates with the Principal on a monthly basis
- Along with the Vice Chair, assists with events and fundraising ideas and events
- Ensures that IPPG activities are aimed at achieving the annual objectives and purpose of the IPPG
- Prepares a year-end report summarizing the activities of the past year for presentation to the Annual General Meeting
- Communicates with the parents at regular intervals via email, the website and meetings
- Is the official spokesperson for the IPPG
- Is a signing officer
- For continuity, this position must be filled by a member with previous IPPG Executive experience.

Vice Chairperson

- Assumes the responsibilities of the Chairperson in the Chairperson's absence or upon request
- Assists the Chairperson in the performance of their duties
- Along with the Chairperson, assists with ideas and implementation of upcoming events and fundraising activities
- Accepts extra duties as required
- Is a signing officer
- Prepares and presents the slate of nominations for Executive Officers of the IPPG each year
- Strives to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend



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Secretary

- Records the minutes of General, Special and Executive meetings in writing and posts electronic copies on the IPPG website
- Keeps an accurate and up-to-date copy of the Constitution and Bylaws
- If changes are made to the Constitution and Bylaws, ensures they are dated and initialled and a copy is submitted to the office of School District #45 for safekeeping
- Is a signing officer, if required
- Safely keeps all administrative records of the PAC and creates a repository of IPPG records for successive PAC Executive Officers, including, but not limited to, General and Executive Meeting minutes, newsletters, correspondence, survey results, and committee reports
- Strives to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend

Treasurer

- Is a signing officer of the PAC
- Maintains an accurate record of all revenue and expenditures of the IPPG
- Reconciles the Munch-a-Lunch system with the bank account
- Disburses funds authorized by the IPPG
- Provides a record of all revenues and expenditures and a balance of each account at General Meetings
- Deposits all monies collected on behalf of the IPPG in an account at a recognized financial institution approved by the Executive
- Presents financial statements for the past year at the Annual General Meeting, and prepares the final statements to the end of the school year (June 30) before leaving the position
- Presents a proposed budget of expenditures, as drawn up by the Executive, for approval at the first General Meeting of the new school year
- Ensures that another signing officer has access to the IPPG books in the event of his/her absence
- Is responsible for completing and filing the Annual Gaming Grant Application
- Is experienced with QuickBooks and Excel
- Strives to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend

Communications Chair

- Advises members of upcoming IPPG meetings, events & general information through the IPPG Facebook
- Oversees social media communications plan
- Assists with quarterly newsletter or other communications
- Encourages parents to become involved in IPPG activities and fundraising events
- Strives to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend

Volunteer Coordinator

- Reports to Executive on current volunteer needs for upcoming events
- Manages database of volunteers for IPPG events
- Assists fundraising and event leads with recruiting and placing of volunteers
- Schedules and helps manage volunteers for events, sharing timelines and their individual duties



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- Responds to all volunteer enquiries in a timely manner
- Provides feedback for post-event assessment regarding volunteer needs and experiences
- Strives to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend

District PAC Irwin Park Representative

- Attends all (monthly) DPAC meetings
- Represents, speaks and votes on behalf of the IPPG (is responsible to find alternate Executive member to attend in their absence so that Irwin Park is represented)
- Reports to IPPG after each meeting and presents at General Meetings on matters relating to the DPAC
- Strives to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend

Hot Lunch Coordinator

- In consultation with the Executive, selects vendors and menu items
- Loads all menus and costs into Munch-a-Lunch at the beginning of each term
- Responds to all parent inquiries and questions in a timely manner
- Ensures all parent accounts are paid in full at all times
- Generates reports and labels for all vendors on a weekly basis
- Reconciles vendor invoices with work orders and ensure prompt payment
- Liaises with the school administration on communicating the hot lunch program
- Strives to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend

Primary (K- 3) & Intermediate (4 -7) Parent Representatives – 2 positions

- As a member-at-large, regularly liaises with Class parents on important IPPG matters
- Updates the Executive on classroom activities and initiatives
- Should expect to be involved in one or more committees as a member or lead
- Should be prepared to fulfill other special functions as necessary
- Helps with recruitment of volunteers for events and fundraising activities
- Encourages parent participation at General Meetings and IPPG events
- Strives to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend

New Family Member-at-Large

- Spot reserved for Kindergarten parent or newly enrolled family
- Filled, as needed, annually in September to provide opportunity for representation by those not part of school community during June elections
- Represents the perspectives of new families
- Should expect to be involved in one or more committees as a member or as lead
- Should be prepared to fulfill other special function as necessary
- Encourages new families to participate in General Meetings and IPPG events
- Strive to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend



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NON-EXECUTIVE VOLUNTEERS:

- Multicultural Coordinators
- Hot Lunch distribution (in school)
- Event leads (Purdy's sales, Growing Smiles sales etc)

Multicultural Coordinators

- Translate IPPG communications into native languages for non-English speaking parents
- Assist in sharing IPPG information to all school families via WeChat or WhatsApp
- Help encourage families to participate in IPPG initiatives

Hot Lunch distribution (in school)

- Following school protocols, receive daily order from food vendor and distribute lunches to each class
- Available for one, or more, lunch periods per week

Event leads (Purdy's sales, Growing Smiles sales etc)

- Coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the Executive
- Maintain record for fundraising project, suggestions for improvement and future events
- Provide accounting and proper reporting to Treasurer