

PAC Executive Member Roles & Responsibilities 2024

CHAIR (CO-CHAIRS):

- shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary
- shall be familiar with and follow the Constitution and Bylaws
- shall ensure that an agenda is prepared and distributed following the Bylaws
- shall ensure a quorum is present before calling a meeting to order
- shall appoint committees where authorized to do so by the Executive or membership and be an ex- officio member to all committees except the Nominating Committee
- shall liaise with the Principal (in partnership with the Vice-Chair) on parent / school issues
- shall take such actions or ensure such actions be taken by others to achieve the goals of the organization
- shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
- shall be one of the three signing officers
- shall draft an annual budget with the PAC Treasurer
- shall submit a written annual report to the membership

SECRETARY:

- shall record the minutes of all executive, general and special meetings
- shall prepare within two weeks of any meeting, complete minutes and ensure their distribution
- shall file the original copy of the minutes in the official PAC record binder
- shall ensure that a copy of the most recent agenda and minutes are posted on the parent formation board and/or the Mundy Road website and/or distributed to Parents by the School Administration
- shall issue and receive correspondence on behalf of the PAC
- shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference
- shall ensure safe keeping of all records of the PAC
- shall keep a complete and current inventory, including location, of all PAC assets
- shall ensure the binders and/or digital folders of the official materials are collected at the end of the term and appropriately redistributed in September

TREASURER:

- shall have a demonstrated ability and/or understanding of bookkeeping procedures
- shall keep an accurate and current record of all receipts and expenditures of the PAC
- bank statements must be reconciled monthly and made available for review as requested
- shall assess all financial undertakings to ensure they are within the annual budget
- shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices
- shall prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit
- shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC. Also refer to Section XV, Finances

- shall be one of the three PAC signing officers
- shall ensure all bills are paid promptly
- shall draft an annual budget with the assistance of the PAC Chair
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC
- shall ensure that another financial signing officer has access to the books in the event of his/her absence
- shall submit an annual report at the last PAC meeting of the school year

DISTRICT PAC REPRESENTATIVE (DPAC):

- shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf
- shall report to the PAC regarding issues discussed
- shall seek input from the PAC for presentation at DPAC meetings
- shall vote the PAC's wishes at DPAC meetings
- shall maintain the PAC's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.

FUNDRAISING COORDINATOR:

- shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures
- shall coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the PAC Executive
- shall maintain a record of fundraising projects, suggestions for improvement and future events preferably shall be available during school hours
- communicates with the Social Coordinator regarding dates of events, specifically to maintain sensitivity towards resources of the parent group and prevent event overlap

VOLUNTEER COORDINATOR:

- shall coordinate the recruiting of one parent liaison from each class (optional).
- shall facilitate communication between the PAC Executive and the parent community via a monthly email that is structured to include that month's PAC meeting date, fundraiser(s) and a volunteer sign-up link.
- shall coordinate/facilitate Staff Appreciation Day Event/Activity (determined by PAC Executive), including securing a point person for each class (parent volunteer) to receive monetary contributions from parents.

EMERGENCY PREPAREDNESS COORDINATOR:

- shall send representatives to all meetings of the School Emergency Preparedness Committee
- shall assist the school to ensure all student identification and release forms are up to date and properly stored
- shall check all classroom orange bags once or twice per school year to ensure all supplies are present and fresh, and that all classroom lists are current.
- shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations

SAFETY COORDINATOR:

- shall monitor student safety issues such as emergency preparedness, traffic, school grounds and play equipment, and the surrounding neighbourhood to identify possible safety improvements and ways to achieve them

- shall investigate and act on parent concerns regarding health issues and first aid procedures establish and coordinate activities of parent committees for student safety or health enhancement projects
- liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary
- shall monitor medical room supplies and procedures

SOCIAL COORDINATOR - AKA 'Fun Squad':

- coordinate volunteers and oversee planning of social, non-fundraising events (including purchase supplies and refreshments for special events)
- if desired, to manage PAC related social media platforms
- communicate with the Fundraising Coordinator regarding dates of events, specifically to maintain sensitivity towards resources of the parent group and prevent event overlap.

ONLINE ORDERING ADMINISTRATOR:

- all responsibilities are related to administration of the school's online ordering platform: www.hotlunches.net.
- performs set up and year end procedures for www.hotlunches.net each school year
- oversees all online ordering for PAC sponsored events via www.hotlunches.net as main application contact
- sets up menus/ordering for various PAC sponsored events or activities, EXCLUDING hot lunches and treat days
- manages staff and user accounts by providing support, when necessary, i.e. answering questions, issuing credits, ordering support, etc.
- ensures all student and staff accounts are paid
- responsible for renewal of www.hotlunches.net account for PAC
- updates log in and welcome pages as necessary
- uploads PAC Newsletter or other relevant PAC related documents/notices to the hotlunches.net website as necessary
- *Knowledge or previous experience with www.hotlunches.net is not necessary as they provide numerous avenues of support
- *total commitment per week for this position varies from 0 hrs to 0.5 hrs/wk
- *the position is very flexible as all duties are performed on your own time at home

HOT LUNCH COORDINATOR:

- Organize and set Hot Lunch and Treat Day schedule for the school year
- Communicate with vendors regarding dates, menus, and delivery requirements
- Input all information into the HotLunches.net website
- Print off order forms, labels, and delivery reports from website
- Purchase School Add Ons
- Label on all School Add Ons prior to Hot Lunch day
- Pick up Hot Lunch and Treat Day items from vendors who are unable to deliver
- Organize and manage volunteers for Hot Lunch and Treat Days
- Oversee delivery of Hot Lunch and Treat Day items to classrooms

MEMBER AT LARGE (2):

- shall accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require.
- all general duties of the Executive and Code of Conduct shall also apply to the Member at Large

