

EXECUTIVE POSITIONS

PAC PRESIDENT

- 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 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 submit a written annual report to the membership

VICE PRESIDENT

- shall convene and preside at all executive, general and special meetings at the request of the Pac President
- shall assume the responsibilities of the President in the President's absence or upon request
- assist the President in the performance of his/her duties
- shall be familiar with and follow the Constitution and Bylaws
- shall submit a written annual report to the membership
- ensure that a Nominating Committee is struck annually
- shall run the annual elections in May

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 President
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC

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 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 are collected at the end of the term and appropriately redistributed in September

COMMITTEE POSITIONS

SCHOOL PLANNING COUNCIL

Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in the school.

One of the representatives must be an elected officer of the PITT RIVER MIDDLE Parent Advisory Council

The PAC School Planning Council representatives shall:

- strive to be informed about issues facing school planning councils.
- take direction from the general PAC membership and act in the best interests of parents and students
- attend all SPC meetings to represent and speak on behalf of the PAC .
- report back to the PAC at general meetings, but not disclose information designated as confidential
- communicate only reliable information.
- conduct SPC business in a collaborative and respectful manner and abide by the rulings of the Chairperson.
- work to ensure that issues are resolved by due process
- be bound by the PAC Code of Conduct

DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- 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

COMMUNICATIONS COORDINATOR

- shall prepare and distribute newsletters/bulletins to parents as directed by the Executive
- shall post and distribute meeting agendas and minutes as directed by the Executive
- shall oversee the Parent Information Centre and Bulletin boards and post materials as directed

PARENT EDUCATION COORDINATOR

- shall inform members at general meetings of any speakers, workshops, or conferences which may be of interest to parents
- shall arrange topics and guest speakers for assemblies where a parent education component is desired
- shall maintain a complete record of speakers, their topics, handouts and associated costs
- shall collect potential speaker information and maintain a record of this information in the parent library
- shall purchase parent education materials for the parent library with the approval of the membership
- shall oversee the Parent Library and ensure all materials are kept in an organized and tidy manner
- shall maintain and post a master list of all available parent resource materials

EMERGENCY PREPAREDNESS COMMITTEE

- 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 classrooms lists are current.

- shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations

CANADIAN PARENTS FOR FRENCH (C.P.F.) COMMITTEE

- shall ensure a delegate represents PITT RIVER MIDDLE School's interests at C.P.F. meetings and reports to the PAC
- shall co-ordinate the distribution of C.P.F. materials to French immersion students and their families at PITT RIVER MIDDLE School
- shall represent the concerns of parents of French immersion students to the PAC and act as their contact

MEMBER AT LARGE

- 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