

PAC POSITION DUTY LIST – 2015/2016

EXECUTIVE POSITIONS

Position	Length of Position	Time Commit.	# Volunteers
Chair <ul style="list-style-type: none"> - Organize and chair PAC meetings - Oversee all fundraising and committees - Act as the liaison between the school and the parent community - Work closely with the Principal and teaching staff - School rep for Inlet Family of Schools group - Coordinate PAC related communications with Principal - Work with Treasurer to finalize/update PAC budget (audit expenditures) 	Yearlong	high	1
Vice Chair (optional) <ul style="list-style-type: none"> - Back-up to Chair when needed - Assist in overseeing fundraisers and various committees, working closely with all PAC positions 	Yearlong	medium	1
Treasurer <ul style="list-style-type: none"> - Manage PAC budget – keeping a record of receipts and disbursements on behalf of PAC - Verify all fundraising monies and makes deposits into PAC accounts - Manage MunchaLunch account and transfer funds from PayPal into PAC accounts - Prepare a financial statement each quarter and at the end of the school year - Report on the status of finances at each PAC meeting - Reconcile bank statements to expense log - Prepare, distribute and reconcile PAC expense remittances - Forecast PAC funds to assess if projected revenue will cover expenses - Apply for annual gaming grant - Manage gaming funds/accounts separate from other PAC expenses (separate fin. statements) - Determine best investment options for excess PAC funds 	Yearlong	high	1
Secretary <ul style="list-style-type: none"> - Record minutes of PAC meetings - Post PAC meeting minutes & agendas on the PAC website - Maintains and updates as necessary all PAC records, including bylaws & constitution - Keep file copies of all gaming applications - Ensure all documents are received back from committee coordinators at school year end and filed in PAC cabinet in preparation for new school year - Purge all unnecessary paperwork from PAC filing cabinet 	Yearlong	low	1

Position	Length of Position	Time Commit.	# Volunteers
DPAC Rep	Yearlong	medium	1
<ul style="list-style-type: none"> - Represents PAC at all DPAC meetings (and BCCPAC events, if necessary) - Relays communication re: DPAC Parent Education opportunities - Position can be overseen by another PAC Executive member 			
Fundraising Coordinator	Yearlong	high	1
<ul style="list-style-type: none"> - Oversee all Fundraising Events at Aspenwood - Create planner & email reminders - Keep sandwich board up to date with current events - Create and distribute PAC Newsletter every 2-3 months or more often if special events are planned. - Create & maintain events on MunchaLunch - maintain relationship with MunchaLunch contact - Current fundraising programs are lunches (pizza, subway, booster juice), movie nights, popcorn sale days, plant sale, Purdy's Chocolate sale, QSP Magazine, Carnival (every other year), September 2015 The Card Project. - Aspenwood has established relationships with the following vendors, whereby they provide a commission on sales for Aspenwood customers. The Coordinator will check in periodically with the vendor and collect any commissions generated and remit these to the Treasurer for deposit. <ul style="list-style-type: none"> • Encorp Return-It Depot • Cobs Breads (Suter Brook) • Mabel's Labels • Thrifty Foods (Smile Card Program) <p>Note: the fundraising positions listed above are per the priorities determined at the June PAC meeting. Other events can be considered if there are parents willing to organize them.</p>			
School Planning Committee	Yearlong	low	2
<ul style="list-style-type: none"> - The committee meets with the school principal 2 or 3 times a year to discuss topics such as class sizes, distribution of students, and staffing at our school - Discusses in school opportunities such as ArtStarts or other initiatives - One SPC Rep must be a member of the PAC Executive 			
Health & Safety & Emergency Preparedness	Yearlong	medium	1
<ul style="list-style-type: none"> - Maintain a master list of who holds keys to our outside emergency supply container located on the blacktop - Manage emergency supplies kept in the container - Replenish expired rations as required i.e. water, food, flashlights, etc. - Organize yearly update of student "Emergency Release Forms" work with Vice Principal to ensure all records are up to date 			

Social Coordinator	Yearlong	medium	1-2
<ul style="list-style-type: none"> - Arrange for child minding at all PAC Meetings - Organize PAC Welcome BBQ (Sept) - Assist with any PAC social events, and organize miscellaneous items needed for special school event days - Organize and determine theme for “Staff Appreciation Day”, previous events have included: <ul style="list-style-type: none"> · staff luncheon (food prepared by parents) · organize prizes(individual and/or group, usually donated) · other miscellaneous activities to show appreciation for the staff - Recruit and manage a team of volunteers to assist with day - Draft communications to parents, relayed via website & posters 			

GENERAL PAC POSITIONS

Position	Length of Position	Time Commit.	# Volunteers
Parent Education	Yearlong	Medium	1
<ul style="list-style-type: none"> - Research various parent education opportunities, and present event ideas at PAC meeting(s) - Organize parent education events (organize meeting room, presenters, etc.) - Develop communications to promote events to parents/community - Collect revenue (if applicable) and manage event registration 			
Grade 5 Leaving Committee Chair	2-3 mos (May/Jun)	medium	1
<ul style="list-style-type: none"> - Organize Grade 5 luncheon in June - Organize a team of volunteers to manage event (luncheon consists of a theme, food, decorations) in the Fall (Oct/Nov) - Organize a Grade 5 slide show (to be shown at the Leaving Ceremony) - Provide updates at monthly PAC meeting - Organize the Grade 5 Hoodies - Organize any Grade 5 fundraising initiatives (Present ideas to the PAC) - Work with the Chair, Principal and Grade 5 teachers 			
Members At Large (on call volunteers)	Yearlong		
<ul style="list-style-type: none"> - Assist with random events and programs on an on-call basis, as-available basis 			

SCHOOL PROGRAM COORDINATOR POSITIONS

Position	Length of Position	Time Commit.	# Volunteers
Subway/Booster Juice Coordinator	Yearlong	med-high	2
Pizza Lunch Coordinator	Yearlong	med-high	2
<ul style="list-style-type: none"> - Organize team of volunteers to run program (deliver lunches to students – one per division) – one coordinator should be onsite at school for each lunch day - Determine vendors, menus, dates and cost for hot lunch program – offered 1-2 times/month (pizza on Mondays and hot lunch on alternate Monday's or another weekday) - Print distribution reports from MunchaLunch - Inventory checks/cash for accuracy and give to Treasurer for deposit using deposit form - Request vendor cheque payment from Treasurer and remit to vendor - Organize the orders and delivery with vendor - Keep records of orders 			
Subway/Booster Juice Volunteer	Yearlong	med-high	5+
Pizza Lunch Volunteer	Yearlong	med-high	5+
Fruit & Veggie Volunteer	Yearlong	monthly	
<ul style="list-style-type: none"> - Help distribute hot lunches/pizza & fruit and veggies and to various classrooms (volunteers would work shifts based on a pre-defined schedule that works with their availability) - Lunches are distributed 1-2 times per month; pizza on Mondays & hot lunch on Fridays - Fruit and Veggie Program & milk (grade K-2 only) arrives once a month 			
Milk Program Coordinator	Yearlong	high	2
<ul style="list-style-type: none"> - Organize team of volunteers to run program (deliver milk to students 3x per week) - Create volunteer schedule – approx. 30 volunteers needed per quarter via Volunteer Spot - Determine vendor, product list, dates and cost for milk program - Organize ordering with MunchaLunch liaison with Fundraising Coordinator (3 months at a time) - Inventory cheques or accuracy and give to Treasurer for deposit using deposit form - Request vendor cheque payment from Treasurer and remit to vendor - Organize the orders and delivery with vendor; - Keep record of orders 			
Milk Volunteer	Quarterly x3	low	20
<ul style="list-style-type: none"> - Help distribute milk to various classrooms (volunteers would work shifts based on a pre-defined schedule that works with their availability) – sign-up is per quarter via Volunteer Spot - Milk is distributed 3 x per week 			