



Banting Parent Advisory Council (PAC)
820 Banting Drive
Coquitlam, BC V3J 4J4
bantingpac@gmail.com
www.sd43.bc.ca/school/banting/Parents/PAC

May 2023

Dear Parents,

On behalf of Banting Middle School's Parent Advisory Council (PAC), we would like to extend a warm welcome to our school community. We are excited to have you and your child join us for the upcoming school year.

As a member of the PAC, you will have the opportunity to connect with other parents and become involved in the school's activities and events. The PAC plays an essential role in supporting and enriching the educational experience for our children by providing resources and organizing events and activities.

We encourage you to attend our monthly meetings and get involved with the PAC committees. Your participation is invaluable, and we appreciate any contribution of your time and talent.

Our goal is to create a positive and supportive environment for all our students, and we hope that you will find our school community welcoming and inclusive.

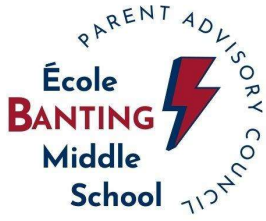
Please feel free to reach out to us if you have any questions or concerns. We are here to support you and your child throughout their elementary school years.

On **Wednesday, May 31st, 2023 at 7pm we will be having our Annual General Meeting** to invite new members to the committee and introduce the 2023/24 budget. If you are interested in one of the Executive team positions, described on the following page, or are interested in attending the meeting please email us at bantingpac@gmail.com

Once again, welcome to the Banting Middle School PAC. We look forward to meeting you and working together to make next year a fantastic school year!

Sincerely,

Kelly Cardwell, Christine Viray-Luk, Elisheba Muturi and Rida Wang
Current PAC Team



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Description of Parent Advisory Council Executive Positions

The President shall (required position):

- a. convene and preside at general, special, executive meetings and the AGM and speak for the PAC in an official capacity
- b. ensure that an agenda is prepared and presented
- c. know the constitution and bylaws and meeting rules
- d. know where to find resources to assist members
- e. appoint committees where authorized to do so by the executive or membership
- f. ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- g. shall ensure a quorum is present when required by the constitution
- h. consult and inform PAC members regularly
- i. be a signing officer.

The Vice President shall:

- a. assume the responsibilities of the president in the president's absence or upon request
- b. assist the president in the performance of his/her duties
- c. be a signing officer if required.

The Secretary shall (required position):

- a. ensure that members are notified of meetings
- b. record the minutes of general, special, executive and Annual General meetings
- c. issue and receive correspondence on behalf of the PAC
- d. be a signing officer
- e. ensure safekeeping of records of the PAC
- f. keep an accurate and up to date copy of the Constitution and Bylaws
- g. prepare complete minutes of all general and annual general meetings and shall ensure minutes are distributed at the following meeting.

The Treasurer shall (required position):

- a. be one of the signing officers of the executive
- b. receive all funds for the PAC
- c. disburse funds authorized by the executive or members in a timely manner
- d. maintain an accurate record of all income and expenditures of the PAC
- e. give a report of all receipts and expenditures at all general meetings
- f. deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
- g. make books available for viewing by members upon request
- h. have the books ready for inspection or audit annually
- i. with the assistance of the executive, draft a budget and plan of expenditures as per Section XVI
- j. ensure that another signing officer has access to the books in the event of his/her absence
- k. submit an annual financial statement at the Annual General Meeting of the PAC.

The DPAC Representative shall:

- a. attend PAC and DPAC meetings
- b. seek and give input on behalf of the PAC to the DPAC
- c. report back to the PAC

Please refer to Banting PAC Constitution and Bylaws on the PAC website: <insert link>