

**ANNUAL GENERAL
MEETING
MAY 29TH, 2023
LIBRARY**

CITADEL PAC 2023-2024

RECRUITING FOR EXECUTIVE POSITIONS NOW

PAC Chair

- Attend and run all PAC meetings
- Understand and follow the constitution and bylaws
- Prepare and distribute the PAC agenda
- Represent the PAC as a spokesperson
 - Be a signing authority
 - Appoint committees
 - Attend PAC events

PAC Vice Chairperson

- Assist the Chairperson

PAC Secretary

- Attend PAC meetings and take minutes
- Type minutes and send them to PAC members and school staff for posting
- Maintain copies of records

PAC Treasurer

- Attend PAC meetings
- Have an understanding of bookkeeping
- Maintain and reconcile bank statements
- Record receipts and expenses & pay bills
 - Issue receipts and deposit money
 - Apply for BC Gaming Funds
 - Be a signing authority
- Prepare a financial report for each PAC meeting

District PAC Representative

- Attend PAC and DPAC meetings (once per month)
- Report DPAC Issues discussed at PAC meetings
- Represent school PAC in voting at DPAC meeting
 - Maintain DPAC documents and minutes for general members

