We are looking to fill some key positions next year. Many of them only require a small amount of work and time, and can be done during evenings and weekends. Please take a minute to review the jobs and help where you can. We are looking to fill the following positions:

**Positions needing to be filled for 2020/2021** – details of each to follow the minutes

* + Treasurer - **1 needed**
  + Pizza day coordinators – **2 needed**
  + Babysitter coordinator for PAC meetings/parent nights - **1 needed** \*possibly a parent of a grade 5 student who can babysit or siblings that are in middle school?
  + Subway team (2) - **1 still needed**
  + Hot Dog Team (3) - **2 still needed**
  + DPAC Rep - **1 needed**
  + PAC donation coordinator – **1 needed**
  + Grocery Coordinator – **1 needed**
  + Shopping Night Team (November) – **2 needed**

**Treasurer -** Manage and maintain spreadsheets for the annual budget, classroom funds & PAC expenses. The treasurer is also responsible for the following banking duties: depositing cheques and cash, and writing cheques for PAC expenses. You will also need to attend monthly PAC meetings and prepare a Treasurers report for the meeting, and apply for annual gaming grants.

**Pizza day coordinator** **(2) -** The organizers are required to provide Little Caesars with the order details by emailing the reports and labels from Munch-a-Lunch, ensuring the required number of treats are on hand and that milk has been ordered. If treats need to be purchased or ordered that would be done by the organizers as well. On pizza day the organizers would receive, sort, and distribute orders to the classes. This position would take no more than 2 hours a month.

**Babysitting Coordinator** - Each month the PAC pays 2 babysitters to care for any children who accompany their parents to the PAC meeting. In the past, the sitters have been middle school siblings of CRE students. This position would require the organizer to recruit and schedule sitters for PAC meetings and secure payment from the treasurer. This job is great for a working parent as it does not require much time. Attending the meetings would be beneficial.

**Subway Team** - The organizers are required to provide Subway with the order details by emailing the reports and labels from Munch-a-Lunch, ensuring the required number of treats are on hand and that milk has been ordered. If treats need to be purchased or ordered that would be done by the organizers as well. On subway day the organizers would receive, sort, and distribute orders to the classes. This position would take no more than 2 hours a month.

**Hot Dog Day Coordinator (2)** - This position requires the organizer to be available 1 day per month to purchase hot dogs and buns, cook, package and distribute orders to classes. This typically will take from 9:30am – 12:30pm.

**DPAC Rep** - The DPAC rep is responsible for attending the monthly DPAC meetings (last Wednesday of each month) and reporting back to the PAC. DPAC is the District Parent Advisory Council. There is plenty of great information provided at these meetings in relation SD43.

**PAC Donation Coordinator** - This person is responsible for sending out a reminder for PAC donations in November. The Coordinator will be given a list of families who have donated. They will need to cross reference a school list and address a preprinted letter to families who have yet to donate. Letters are then organized by division for distribution. This is a great job for a working parent.

**Grocery Coordinator** - This person is responsible for picking up supplies for hot lunches and treat days as well as ordering milk (this will require one to two shops at Costco and ordering milk online twice per month).

**Shopping Night Team (2)** - CRE would like to host a fall & spring shopping night. The Shopping Night in November runs in conjunction with the Scholastic Book Fair and raises hundreds of dollars in books for the school. There should be two leaders who will work to recruit vendors and run the events. The leaders will be able to recruit volunteers to help at the events with the silent auction and set up/take down.

Please reach out to us if you can help out with any of the listed jobs.

Take care,

Your PAC Team

Chair - Chelsea Giesbrecht

Co-Chair - Alisha Delver

Secretary – Angela Magleo & Zara Scott