

## PAC Executive Positions

1. The **President** will
  - a. Speak on behalf of the council
  - b. Consult with council members
  - c. Preside at membership and executive meetings
  - d. Ensure that an agenda is prepared
  - e. Appoint committees where authorized by the membership or executive
  - f. Ensure that the council is represented in school and district activities
  - g. Ensure that the council activities are aimed at achieving the purposes set out in the constitution
  - h. Be a signing officer
  - i. Submit an annual report
2. The **Vice-President** will
  - a. Support the president
  - b. Assume the duties of the president in the president's absence or upon request
  - c. Assist the president in the performance of his or her duties
  - d. Accept extra duties as required
  - e. Be a signing officer
  - f. Submit an annual report
3. The **Secretary** will
  - a. Ensure that members are notified of meetings
  - b. Record and file minutes of all meetings
  - c. Keep accurate copy of the constitution and bylaws, and make copies available to members upon request
  - d. Prepare and maintain other documentation as requested by membership or executive
  - e. Issue and receive correspondence on behalf of Council
  - f. Ensure safekeeping of all records of the Council
  - g. May be a signing officer
  - h. Submit an annual report
4. The **Treasurer** will
  - a. Be one of the signing officers
  - b. Ensure all funds of the Council are properly accounted for
  - c. Disburse funds as authorized by the membership or executive
  - d. Ensure that proper financial records and books of account are maintained
  - e. Report on all receipts and disbursements at general and executive meetings
  - f. Make financial records and books of account available to members upon request
  - g. Have the financial records and books of account ready for inspection or audit annually.
  - h. With the assistance of the executive, draft an annual budget
  - i. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
  - j. Submit an annual financial statement at the annual general meeting
5. The **Fundraising Coordinator**
  - a. Plan and coordinate fundraising activities for the year
  - b. Report on activity at every meeting

- c. Help set fundraising budget for the next fiscal year
- d. Submit an annual report
- 6. The **Hot Lunch Coordinator**
  - a. Plan and coordinate a hot lunch program
  - b. Abide by the healthy schools guideline regarding content of meals
  - c. Submit an annual report
- 7. The **immediate Past President** will
  - a. Advise and support the membership and executive
  - b. Provide information about resources, contacts, and other matters
  - c. Submit an annual report

## Representatives

1. The **School Planning Council** representatives will
  - a. Attend all meetings of the SPC
  - b. Represent, speak and vote on behalf of the Council at SPC meetings
  - c. Request and take direction from the membership and executive
  - d. Be strong advocates for meaningful parent involvement in the school and school planning
  - e. Provide a written report to all general and executive meetings
  - f. Attend general and executive meetings as directed by the membership or executive
  - g. Submit an annual report
2. The **DPAC Representative** will
  - a. Attend all meetings of the Coquitlam DPAC and represent, speak and vote on behalf of the council.
  - b. Maintain current registration of the council
  - c. Report regularly to the membership and executive on all matters relating to the DPAC
  - d. Seek and give input to the DPAC on behalf of the Council
  - e. Receive, circulate and post DPAC newsletters, brochures, and announcements
  - f. Receive and act on all other communications from the DPAC
  - g. Liaise with other parents and DPAC representatives
  - h. Submit an annual report