

Hello Parkland Families

The PAC will be holding its Annual General Meeting on Thursday, May 20th, 2021 at 7:00 PM over Zoom. The purpose of this AGM is to elect an Executive Council for the upcoming 2021/2022 school year. It has never been easier to attend these meetings, as it is accessible from the comfort of your home. If anyone is hesitant about using Zoom, there is an option to have video off and microphone muted. There is even an option to vote with a button - a little raised hand on the screen.

All Executive Council positions are open to the vote. If you would like to submit your name for nomination, please email pacforparkland@gmail.com and include your full name, contact information and position you are running for. Please have your nominations submitted no later than the end of day on Monday, May 17th. The list of candidates will be sent out to the school community via email and posted to the Parkland PAC Facebook Page on Tuesday, May 18th ahead of the vote on Thursday, May 20th.

All positions can be shared and mentorship is available. Participation on the Executive Council and within the PAC is greatly encouraged.

If you have any questions, please do not hesitate to ask.

Warm Regards,

Haley Hodgson & Kristin Dueck
PAC Chairs

Haley: hodgsonhl@gmail.com
Kristin: kristindueck@gmail.com

Executive Council

PAC Chair

Consults with PAC membership and speaks on behalf of the PAC; Presides over special and general meetings; Ensures agendas are prepared; and PAC activities are consistent with the PAC constitution; has signing authority.

Vice Chair

Assists Chair with PAC activities; Assists with organizing social and fundraising activities; has signing authority.

Treasurer

Creates a budget in consultation with Chair; Creates monthly financial statements; Oversees payment of bills and deposits of PAC earnings; has signing authority.

Secretary

Creates and distributes meeting agendas; Attend meetings & take notes, distribute finished minutes.

DPAC Rep

Attends monthly DPAC meetings and reports back to PAC.

Members At Large

Assists with projects and fundraising as needed.

PAC Committees

Social Committee Chair (1 or 2 people)

Organizes Welcome Back Coffee (first day of school); Organizes Teacher Appreciation Lunch (June); Organizes child care for PAC meetings; Purchases gifts/cards on behalf of the PAC .

Hot Lunch Coordinators (2 or 3 people)

Be the primary contact for Munch a Lunch and become Super User/Admin; Help to build the hot lunch program framework on Munch a Lunch for the school year; Source hot lunch vendors and coordinate a calendar of hot lunch dates with the Principal; Create hot lunch menus on Munch A Lunch and promote using newsletter/social media; Inventory and purchase supplies as needed; Track expenses and payments; Coordinate hot lunch volunteers for lunch distribution.

Santa Breakfast Coordinator (1 or 2 people)

Oversee the planning and execution of the Santa Breakfast by 1) Setting date & confirming Lion's Club. Organizing Santa and a photographer 2) Soliciting donations and purchasing necessary supplies 3) Organizing volunteers to decorate gym, prep tables, serve and clear tables & clean up.

Year End Community BBQ Coordinator (1 or 2 people)

Oversee the planning and execution of the Year End Community BBQ by 1) Setting date, budget 2) Plan concession, book vendors, solicit donations for prizes & silent auction 3) Organize volunteers for set up, to run activities, concession, and clean up.

Movie Night Coordinator (1 or 2 people)

Set dates for movie nights (frequency at coordinator's discretion); Create advertising flyers; Plan, purchase and organize concession; Recruit and coordinate concession volunteers.

KM Club (2 or 3 people)

Ensure KM is organized each run day (cones out, sticks distributed, clip boards manned); Tally km run by students and hand out ribbons; Order medals and trophies for KM Assembly and host the Assembly in June.

Communications

Maintain & update PAC board; Creates newsletters; Manages social media.

After School Programs Coordinator

Coordinate with organizations and local businesses to bring after school to Parkland; Consult with the school principal and secretary regarding dates/space/enrolment; Ensures information is dispersed to students via email, pamphlets or posters.

Scholastic Book Fair Coordinator

Coordinate with principal and Scholastic to book fairs; Recruit volunteers, provide direction for set up, clean up and money management ; Disperse credits to teachers/library, prizes to students.

Safety Coordinator

Inventory and restock Emergency Supplies in consultation with the principal as necessary; Monitor for safety issues such as traffic, parking, inclement weather.

Spirit Wear Coordinator

Source and design spirit wear; Create order forms & advertising for products; Collect money and distribute products

Fundraising Coordinator

To organize and facilitate fundraising campaigns for the PAC.