

## ***Ranch Park PAC Executive & Coordinator Job Descriptions***

### **PAC PRESIDENT**

- Shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary.
- Shall be familiar with and follow the Constitution and Bylaws.
- Shall ensure that an agenda is prepared and distributed following the Bylaws.
- Shall ensure a quorum is present before calling a meeting to order.
- Shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee.
- Shall be the official spokesperson and representative for the Council, always acting on behalf of the majority of members and not personally.
- Shall be one of the three signing officers.
- Shall submit a written annual report to the membership.

### **PAC VICE - PRESIDENT**

- Shall be familiar with and follow the Constitution and Bylaws.
- Shall fill in for the President as required.
- Shall coordinate any social event help on behalf of the PAC, including the Teachers Luncheon, 1st Day of School Parents Gathering, and snacks & refreshments for various meetings

### **TREASURER**

- Shall have a demonstrated ability and/or understanding of bookkeeping procedures.
- Shall keep an accurate and current record of all receipts and expenditures of the Council. Bank statements must be reconciled monthly and made available for review as requested.
- Shall assess all financial undertakings to ensure they are within the annual budget.
- Shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices.
- Shall prepare a written financial report for presentation at each Council meeting. This shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit.
- Shall be responsible for issuing receipts and the prompt deposit of all monies past to the Council. Also refer to Section XV Finances.
- Shall be one of the three Council signing officers.
- Shall ensure all bills are paid promptly.
- Shall draft an annual budget with the assistance of the PAC President.
- Shall maintain all financial records in an orderly fashion as stipulated by BCCPAC.

### **SECRETARY**

- Shall record the minutes of all executive, general and special meetings.
- Shall prepare within one week of any meeting, complete minutes and ensure their distribution.
- Shall file the original copy of the minutes in the official Council record binder.
- Shall issue and receive correspondence on behalf of the Council.
- Shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference.
- Shall ensure safe keeping of all records of the Council.
- Shall keep a complete and current inventory including location, of all PAC assets.
- Shall ensure the binders are collected at the end of the term and appropriately redistributed in September.

### **DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE**

- Shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf and shall report to the Council regarding issues discussed.
- Shall seek input from the Council for presentation at DPAC meetings.
- Shall vote the Council's wishes at DPAC meetings.
- Shall maintain the Council's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.

### **FUNDRAISING COORDINATOR**

- Shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures.
- Shall coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the Council Executive.
- Shall maintain a record of fundraising projects, suggestions for improvement and future events.
- Shall make sure all accounting and proper reporting to Treasurer is complete post event.
- Preferably be available during school hours.

### **HOT LUNCH COORDINATOR**

The person in this position will oversee our Hot Lunch Program.

- Seek out possible suppliers/school lunch providers
- set dates - average one per month
- prepare order forms
- count orders
- purchase any extras - sides or options other than main provider
- organize volunteers on Hot Lunch Day
- count all monies and prepare report for Treasurer

### **HOME ROOM PARENT COORDINATOR**

This person will administer our email distribution list through a parent in each classroom.

Each newsletter/notice will be sent to this person and they will in turn forward the info to each classroom parent who then forwards the info to each parent/family.

- Primarily email communication
- One meeting at beginning of year to explain process
- Facilitate Fun Fair responsibilities, gift organization and any division/classroom responsibilities

### **HOME ROOM PARENT**

One parent from each class will be needed to act as the Homeroom Parent.

- Forwards all email communications to other parents
- Organizes teacher gifts
- For certain events – organizes class parent volunteers. ie. Fun Fair
- Can also pass along info from teachers

### **AFTER SCHOOL PROGRAMMING**

This person will oversee our after-school programs.

- research possible programs/activities
- liase with outside groups
- present options to PAC and Principal
- set a schedule
- create registration forms
- manage registration

### **PARENT EDUCATION**

This person will coordinate education evenings and workshops for parents.

- research possible workshops/speakers
- liase with outside groups
- present options to PAC and Principal
- set schedule
- create registration forms
- manage advertising/ set-up and registration

### **TRAFFIC & SAFETY**

This person will try to keep our kids safe!

- do periodical patrols
- liase with the City - Engineers, Traffic, Bylaws, etc
- educate parents about parking/drop-off rules
- help to manage any safety issues on school property or walking routes home

### **PANCAKE BREAKFAST CHAIR**

This person will chair a committee that will organize all the details for our Annual Breakfast With Santa.

- shop for supplies and food
- advertise
- organize cooking set-up
- decorate gym
- organize volunteer sign-ups
- purchase Santa gifts
- submit proper report with receipts to Treasurer

### **SPORTS DAY COORDINATOR**

This person will liase with the staff and the hot lunch coordinator to organize a successful Sports Day.

The PAC is responsible for the concession stand and hot lunch on this day. The staff run the sports events.

- Decide on concession items and prices
- Purchase food
- Set-up of concession
- Organize volunteer schedule to work concession
- Collect & count money with witness and give complete report to Treasurer
- Clean-up and take down

### **FAMILY ACTIVITY COORDINATOR**

This person will work with the PAC and staff to organize any free family events. Depending on the size of the event, this person may be chairing a committee.

Examples of previous events include: Family Movie Nights, Easter Egg Hunt, Family Dance, Pumpkin Carving Night.

### **GREEN REP**

This person will help to make sure that we as a PAC follow our commitment to "Being A Green School"

With such an active PAC we want to make sure we have a dedicated person to make sure we are making environmentally conscious decisions all the time.