

PARENT ADVISORY COUNCIL EXECUTIVE AND COMMITTEE POSITIONS

Position	Estimated Time Commitment	Brief Description of Role
President	4-8 hours per month during school year	Facilitate 6 PAC meetings per school year Oversee PAC Committees Communication Liason between Administration, Class Reps and families
Vice-President	2-4 hours per month during school year	Arrange PAC Sitters Coordinate Parent Donations Stand-in for President when necessary
Treasurer	4-8 hours per month during school year	Financial or Accounting background preferred Prepare Financials for PAC Meeting Perform light bookkeeping duties Apply for gaming grant
Secretary	1-2 hours per meeting	Take and prepare minutes for all PAC Meetings
District PAC	1.5hrs per DPAC Meeting (6 per school year)	Attends DPAC Meetings on behalf of RC PAC and shares updates with PAC President
Class Representatives	30 mins per month during school year	Forward PAC Emails Arrange Teacher gift (xmas and year end) Compile and create class contact spreadsheet.
Emergency Preparedness	2-3 hours per school year	Ensure Emergency Supplies are present and fresh
Fruit and Veggie Program	1 hour per month during school year	Food Safe Certification required Organize and deliver fruit or veggie to each classroom
Grade 5 Leaving Ceremony	10-15 hours during school year	Coordinates Volunteers for Field Trip, Leaving Ceremony, Hoodies & Memorabilia
Staff Appreciation	5 - 8 hours per school year	Coordinates Staff Appreciation event and volunteers.
Treat Sale	3 hours per month during school year	Coordinate bakers and work with Grade 5 students to distribute Oversee sale day
Thrifty Food Smile	1-2 hours per school year	Apply for program Advertise and distribute smile cards
Head Lice	10 - 12 hours per school year	Coordinate third party screening, collect forms and fees
Welcome Back BBQ	6 hours at beginning of year	Organize event and volunteers
Holiday Pancake Breakfast	10 - 15 hours during Nov/Dec	Organize event and volunteers, request donations from community
Hot Lunch Coordinator	6 - 8 hours per month during school year	Prepare order forms, data entry, purchase supplies, distribute food and organize volunteers
Movie Night	4 - 5 hours per Movie	Coordinate volunteers, concession items, & movie set up.
Student Learning Workshops	5 hours per school year	Coordinate workshops and advertise event
Fun Run	3 hours per run event	Coordinate parent volunteers to man run stations
Purdys Chocolates	6 - 8 hours per sale	Prepare forms, organize orders and coordinate volunteers
School Dance	6 - 8 hours per dance	Organize and coordinate volunteers. Purchase concession items. Organize sound equipment and decorations.
Welcome to Kindergarten	3 - 6 hours per school year	Coordinate an information session to inform new parents

"Volunteers don't necessarily have the time; They have the heart." Elizabeth Andrew