

## PAC EXECUTIVE ELECTIONS 2009

The PAC Executive Elections will be held at the Annual General meeting on Tuesday June 02, 2009. One of the objectives of the PAC are to support, encourage, and improve the quality of education and the well being of students in Port Moody Secondary School. In order to have a functioning PAC the positions of President, Secretary and Treasurer must be filled. We are hoping interested parents will come forward to run for these positions. Many of the parents have students graduating this year and will not be returning. If these positions are not filled we will not be able to apply for the Direct Access Grant which funds us with close to \$30,000 a year to support many school activities which have included the purchase of computer labs and sports uniforms, school awards (both academic and sports) and the list goes on.

Nominations for the offices of the Executive should be submitted in writing prior to the meeting or, can be taken from the floor at the Annual General Meeting on Tuesday June 2, 2009. If you would like to nominate anyone please send the nomination to [pmss-pac@sd43.bc.ca](mailto:pmss-pac@sd43.bc.ca) attention: Nominations Committee. All executive positions are vacant as they are elected annually.

1. The PAC Chair shall convene and preside at all executive, general and special meetings. This position has been co-chaired many times and has been found to be a very efficient alternative. The Chair should be familiar with and follow the PAC Constitution and bylaws. Prepares an agenda and sends it out prior to the meetings to the PAC database. Will be the official spokesperson and representative for the PAC, always acting on behalf of the majority of the members and not personally. Works closely with the Administration on school issues and liaisons between Administration, school and PAC. Submits a written report to the membership annually and is one of the three signing officers.

2. The Vice Chair will assist the Chair with duties.

3. The Treasurer should have a demonstrated ability and/or understanding of bookkeeping procedures. Will keep an accurate and current record of all receipts and expenditures of the PAC and the After Grad Committee. Shall assess all financial undertakings to ensure they are within the annual budget. Will ensure expenditures have the proper authorization and are backed by detailed receipts and invoices. Will prepare a written financial report for presentation at each PAC meeting and will be one of the three PAC signing officers.

4. The Secretary will record the minutes of all executive, general and special meetings and will ensure their distribution within two weeks of any meeting. Will also ensure safe-keeping of all records of the PAC.

5. The District Parent Advisory Council Representative will attend DPAC meetings and will report to the PAC regarding issues discussed. Will seek input from the PAC for presentation at DPAC meetings and will vote on behalf of the PAC.

6. School Planning Committee Representatives (SPC Rep.)

Three parent representatives will be elected annually to the School Planning Council. One of the representatives must be an elected officer of the Port Moody Secondary Parent Advisory Council. The PAC School Planning Council representatives will be informed about issues facing school planning councils, take direction from the general PAC membership and act in the best interests of parents and students. They will attend all SPC meetings to represent and speak on behalf of the PAC and report back to the PAC at general meetings.

Actively being involved in the PAC and having first hand knowledge of the activities in the school is very rewarding. Many positions do not require a huge time commitment. It does however offer you an opportunity to first hand discuss the activities with your child and know and understand what they might be talking about.

Please give some consideration to becoming involved and join us Tuesday, June 2, 2009 at 7pm in the library. Refreshments will be served.