

Smiling Creek PAC AGM 2019

Executive Positions Up for Election

VICE-CHAIR

- * shall assume the responsibilities of the chairperson in their absence.
 - * Chair responsibilities:
 - * 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 PAC, always acting on behalf of the majority of members and not personally
 - * shall be a signing officer
 - * shall submit a written annual report to the membership
 - * shall accept extra duties as required
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SECRETARY

- * shall record the minutes of all executive, general and special meetings
 - * shall prepare within two weeks of any meeting, complete minutes and ensure their distribution
 - * shall file the original copy of the minutes in the official PAC record binder
 - * shall issue and receive correspondence on behalf of the PAC
 - * 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 PAC
 - * 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
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DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- * shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf
- * shall report to the PAC regarding issues discussed
- * shall seek input from the PAC for presentation at DPAC meetings
- * shall vote the PAC's wishes at DPAC meetings
- * shall maintain the PAC'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
- * shall submit a final report