

APPENDIX A – EXECUTIVE (ELECTED) POSITIONS

- A.1 Note: The responsibilities listed below are the minimum responsibilities of each Executive position. The Executive may assign additional duties to any position or committee.
- A.2 The Chairperson (mandatory position) shall:
- a. Convene and preside at all Executive, General, Special and Annual General Meetings or notify the Chairperson Designate to assume this duty as necessary;
 - b. Be familiar with and follow the Constitution and Bylaws;
 - c. Ensure that an agenda is prepared and distributed;
 - d. Ensure members are notified of all meetings;
 - e. Ensure a quorum is present before calling a meeting to order;
 - f. 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;
 - g. When required, act as a liaison between the school and parent community;
 - h. Be the official spokesperson and representative for the PAC, always acting in the best interests of the majority of members;
 - i. Ensure that the PAC is represented at school and district activities;
 - j. Coordinate PAC related activities with the school's administration;
 - k. Ensure that PAC activities are aimed at achieving the purposes set out in the Constitution;
 - l. Be one of the three (3) signing officers;
 - m. Work with the Treasurer to prepare and update the PAC Budget;
 - n. Report on the year's proceedings to the membership at the Annual General Meeting.
- A.3 The Treasurer (mandatory position) shall:
- a. Have experience with bookkeeping procedures;
 - b. Be one of the three (3) signing officers;
 - c. Prepare, distribute and reconcile PAC disbursements;
 - d. Draft an annual budget with the assistance of the PAC Chair and Executive;
 - e. Ensure expenditures are within the scope of the budget. Monitor PAC funds and assess if projected revenue will cover expenses;
 - f. Maintain orderly financial records as stipulated by BCCPAC and make available, if requested. Keep an accurate and current record of all receipts, expenditures and disbursements of the PAC. Reconcile bank statements with expense logs monthly;
 - g. Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices, and pay, by cheque or e-transfer, all bills and accounts which have been approved by the PAC or Executive, ensuring that all bills are paid promptly;
 - h. Present a written financial report at each General Meeting or Annual General Meeting. This shall include:
 - i. the total balance in all accounts at the beginning of the period covered by the report;
 - ii. all credits to and disbursements from the accounts;
 - iii. total balance of funds in all accounts at the end of the period;
 - iv. outstanding accounts receivable and payable;
 - v. the net surplus or deficit.
 - i. Ensure another financial signing officer has access to the books and financial records in the case that the Treasurer is unavailable;

- j. Be responsible for issuing receipts and prompt deposit of all monies paid to the PAC;
- k. Serve as a master administrator in Munchalunch;
- l. Be responsible for applying for any Gaming Licenses that may be required for PAC fundraising activities;
- m. With the assistance of the Chairperson, complete all paperwork required by funding organizations (e.g., BC Government's Community Gaming Grants Program) to ensure the PAC remains in good standing and eligible for future funding opportunities;
- n. Work with the DPAC Representative to submit the annual membership application to the BCCPAC, including the related membership fees;
- o. Make arrangements for the year-end financial statements review (July);
- p. Present a reviewed annual report and budget for the upcoming school year at the first General Meeting of the fiscal year (September);
- q. present an annual financial statement at the Annual General Meeting;
- r. Apply for the annual gaming grant;
- s. Keep copies of all gaming applications;
- t. Manage gaming funds/accounts separate from other PAC expenses (separate fin. statements);
- u. Monitor the PAC box in the school office and ensure incoming mail is distributed appropriately and promptly;
- v. Recommend investment options for excess PAC funds.

A.4 The Secretary (mandatory position) shall:

- a. Record the minutes of all General, Special and Annual General Meetings;
- b. Prepare and distribute complete minutes of any meeting;
- c. Issue, receive, and distribute correspondence on behalf of the PAC;
- d. Maintain an updated list of names and contact information of Executive members, committee members and volunteers;
- e. Keep an accurate and current copy of the Constitution and Bylaws and Code of Conduct and ensure they are posted on the PAC webpage and are available to any member upon request;
- f. Ensure safe keeping of all records of the PAC;
- g. Ensure incoming Executive members have access to PAC records;
- h. May be one of the three (3) signing officers;
- i. Ensure all documents are saved to the PAC Google Drive or received back from committee coordinators at school year end and filed in the PAC kitchen in preparation for new school year;
- j. Purge all unnecessary paperwork and documents from the PAC kitchen or electronic storage.

A.5 The District Parent Advisory Council (DPAC) Representative (mandatory position) shall:

- a. Keep the SD43 DPAC updated with Aspenwood Elementary's Chairperson's and DPAC representative's contact information;
- b. Complete any actions required to maintain membership with SD43 DPAC;
- c. Work with the Treasurer to submit the annual membership application to the BCCPAC, including the related membership fees;
- d. Attend DPAC meetings or designate another PAC member to attend on their behalf;
- e. Seek input from the PAC for presentation at DPAC meetings;

- f. Based on the PAC's wishes, represent, speak, give input and vote on behalf of the PAC at DPAC and BCCPAC meetings;
- g. Report regularly to the membership and Executive on all matters relating to the DPAC and BCCPAC;
- h. Receive and act on all other communications from the DPAC and BCCPAC;
- i. Submit the most recent Constitution and Bylaws to DPAC for safekeeping and reference;
- j. Liaise with other parents and DPAC representatives;
- k. Act as the liaison between the PAC and BCCPAC;
- l. May be one of the three (3) signing officers;
- m. Share DPAC meeting minutes and materials provided from DPAC, BCCPAC, and the Ministry of Education;
- n. Receive, circulate, and post DPAC and BCCPAC newsletters, brochures, and announcements.

A.6 The Past Chairperson (optional position) shall:

- a. Act as a consultant to the PAC Chair, Executive and committees for the smooth transition between years;
- b. Assist the Chairperson in the performance of their duties;
- c. Accept extra duties, as needed;
- d. Assist and advise the Executive and PAC;
- e. Chair the Nominations Committee, if formed.

A.7 The Vice Chairperson (optional position) shall:

- a. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
- b. Assist the Chairperson in the performance of their duties;
- c. Accept extra duties, as needed;
- d. May be one of the three (3) signing officers;
- e. Expected to move into the Chairperson role in future.

A.8 The Member at Large (MAL) (an optional position) shall:

- a. Convene and act as a chairperson for one (or more) of the following committees:
 - i. Kindy Parent Tea;
 - ii. Welcome BBQ;
 - iii. Family Dance;
 - iv. Staff Appreciation;
 - v. Pancake Breakfast;
 - vi. Movie Night;
 - vii. Others as deemed necessary by the Executive or membership.
- b. Assist with other events and activities as needed;
- c. Propose and submit event and activity plans to the Executive for approval, ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This involves creating an outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;

- d. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
- e. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
- f. Report on the status of events and activities at General Meetings;
- g. Serve in a capacity to be determined by PAC and Executive requirements;
- h. Expected to move into other Executive Committee roles in future.

A.9 The Munchalunch Coordinator (optional position) shall:

- a. Manage and load events and activities into the MunchaLunch platform (e.g., hot lunch menus, movie night tickets, spirit wear, etc.).
- b. Refund, credit and monitor parent Munchalunch accounts;
- c. With Executive support, monitor the PAC Gmail account and answer hot lunch inquiries from parents;
- d. Work with the Hot Lunch Lead, Executive and Principal to determine vendors, menus, dates and cost for hot lunch program.

A.10 The Chairperson Designate (non-elected, temporary position assigned by the Chairperson) shall:

- a. Temporarily assume some or all duties of the Chairperson, as specified by the Chairperson;
- b. Vote in accordance with the rules governing voting for the Chairperson. When the Chairperson Designate is acting as Chair during any PAC meeting, the Elected Chairperson may vote as a normal PAC member would;
- c. Be chosen by the Chairperson from the Executive membership;
- d. Upon request of the Chairperson or upon completion of their assigned Chairperson duties, relinquish their Chairperson Designate role.

APPENDIX B – OPTIONAL VOLUNTEER (NON-ELECTED) POSITIONS

This list is not exhaustive, nor are volunteer roles mandatory or required to last for the duration of the PAC term. Volunteer roles may be formed and dissolved as needed by the PAC.

B.1 The Communications Officer shall:

- a. At the direction of the Executive, post information relevant to the Aspenwood Elementary community on the PAC Facebook page and any other social media the PAC may have;
- b. Create and/or post fliers around the school for any PAC events; update and maintain the PAC sandwich board;
- c. Create planner strips and email reminders;
- d. Share news and updates with the Division Representatives.

B.2 The Fundraising Coordinator shall:

- a. Coordinate all non-event fundraising activities (e.g., Purdys, Art Cards, freezie sales, etc.);
- b. Propose and submit fundraising proposals at the request of the PAC Executive. This involves creating an outline of the activity, estimating expected revenue and determining the number and type of volunteers and/or other resources required.
- c. Convene, and act as Chair of a Fundraising Committee, if needed;
- d. Act as a liaison between the committee (if convened) and the PAC Executive;
- e. Work with the Treasurer to remit and accurately record revenues;
- f. Report on the status of fundraising activities at General Meetings;
- g. Maintain a record of fundraising activities on the PAC Google Drive, including suggestions for improvements and ideas for future activities;
- h. Check-in periodically with the vendors (e.g., Cobs Suter Brooke, Mabel's Labels, Port Moody Liquor Store) who provide a sales commission for Aspenwood identified customers to collect commissions generated and remit these to the Treasurer for deposit;
- i. Develop communications plans and materials for distribution by the Communications Coordinator.

B.3 The Division Representatives shall:

- a. Be drawn from available parent/guardian volunteers from each classroom division;
- b. Ensure that any questions and concerns from their division are addressed at General Meetings;
- c. Communicate PAC news and information to parent/guardians from their classroom division.

B.4 The Elections Chairperson shall:

- a. Be nominated and elected from the membership by the PAC one (1) month before each Annual General Meeting;
- b. To avoid a conflict of interest, the Elections Chairperson shall not be eligible for election for an Executive position;
- c. The duties of the Elections Chairperson include:

- i. Ensuring they are familiar with the Constitution and Bylaws;
- ii. Ensuring they are versed in the election procedures described in [Section VI](#) and [Section VIII](#) as well as in the most recent edition of Robert's Rules of Order (Newly Revised);
- iii. Ensuring they are knowledgeable and prepared to conduct the election;
- iv. Preparing the necessary materials to conduct the election by secret ballot, whether the election is conducted in-person or electronically;
- v. Conducting the election at the Annual General Meeting;
- vi. Tallying votes and announcing results in accordance with [Section VI](#) and [Section VIII](#).

B.5 The Emergency Preparedness Coordinator shall:

- a. Send representatives to any School Emergency Preparedness Committee meetings;
- b. At the request of the principal, assist with tasks that help the school meet District 43's Emergency Preparedness recommendations;
- c. Convene and act as Chairperson of a PAC Emergency Preparedness Committee, if needed;
- d. Act as a liaison between the committee (if convened) and the PAC Executive.

B.6 The Hot Lunch Lead shall:

- a. Coordinate with the Executive and Principal to determine vendors, menus, dates, and cost for hot lunch program;
- b. Coordinate the ordering, delivery, and/or preparation of hot lunch food;
- c. Work with the Volunteer Coordinator to organize team of volunteers to sort lunches and facilitate delivery;
- d. Secure back-up volunteers when a volunteer can't make their shift;
- e. Train hot lunch coordinators on how to use MunchaLunch;
- f. Maintain a record of supplier contacts in the PAC Google Drive;
- g. Post contact information in the PAC kitchen for use by volunteers as needed;
- h. Convene and act as Chairperson of a Hot Lunch Committee, if desired;
- i. Act as a liaison between the committee (if convened) and the PAC Executive;
- j. Submit all necessary information to the MunchaLunch Coordinator for posting to Munchalunch;
- k. Work with the Communications Coordinator and Newsletter Editor to ensure the hot lunch schedule is posted to Facebook, the school website, the school newsletter and the PAC newsletter each session (e.g., fall, winter, spring).

B.7 The Hot Lunch Coordinator Shall:

- a. Determine how far in advance each vendor needs orders;
- b. Confirm that food order can be delivered to school for 11:25am;
- c. Verify if there is a delivery fee;
- d. Submit the order to the vendor and re-confirm delivery;
- e. Send distribution reports from MunchaLunch to the school Secretary for print for use by volunteers;
- f. Obtain an invoice from the vendor and request payment from the Treasurer then remit payment to vendor (usually by leaving the cheque with the Secretary);
- g. Keep records of orders.

B.8 The Volunteer Coordinator Shall:

- a. Assist with recruiting volunteers by managing the PAC's SignUp.com account;
- b. Create new events on SignUp.com as requested by other volunteers, committees or the Executive team;
- c. Committees are responsible for defining their volunteer requirements (e.g., number of volunteers and their duties) and submitting to the Volunteer Coordinator to create a SignUp.com link to be used to recruit volunteers.

B.9 The Food Safety Coordinator Shall:

- a. Obtain and maintain FoodSafe designation, or equivalent. (Costs to be covered by the PAC);
- b. Advise the PAC on how to safely handle and serve food;
- c. Attend school events, as needed, to ensure food safety standards are met.

B.10 The Childcare Coordinator Shall:

- a. Contact the Chairperson to obtain a list of PAC meeting dates for the year;
- b. Source and schedule childminding for PAC meetings;
- c. Prior to each meeting, confirm with the Chairperson that there have been no changes to the date/time of the meeting;
- d. Coordinate with the Treasurer to pay childminders using PAC funds;
- e. Update box of childcare supplies when needed.

B.11 The Newsletter Editor shall:

- a. Collect news and updates from PAC meetings, committees, volunteers and the Executive, and submit pertinent information to the school principal for inclusion in the weekly newsletter;
- b. Prepare a quarterly PAC newsletter highlighting upcoming events, themes, fundraising goals, etc. and work with the principal to distribute the newsletter via school email and PAC sections of the school's website;
- c. Share news and updates with the Division Representatives;
- d. Work with the Executive and school administration and to update the PAC section of Aspenwood's website;
- e. Maintain a digital archive of PAC newsletters and make it accessible to members upon request;
- f. Convene and act as Chairperson of a Newsletter Committee, if convened;
- g. Act as a liaison between the committee (if convened) and the PAC Executive.

B.12 The Parent Education Coordinator shall:

- a. Inform members at General Meetings of any speakers, workshops, or conferences which may be of interest to parents;
- b. Suggest topics and guest speakers for assemblies, where a parent education component is desired;
- c. Coordinate speakers for PAC meetings and arrange information sessions/workshops for parent education activities;
- d. Provide a list of speakers, their topics, handouts and associated costs to the Executive upon request;

- e. Convene and act as Chairperson of a Parent Education Committee, if needed;
- f. Act as a liaison between the committee (if convened) and the PAC Executive.

B.13 The Community and Multicultural Liaison shall:

- a. Facilitate the welcoming of families new to Aspenwood Elementary School that have backgrounds in other cultures;
- b. Encourage the involvement of these new families in the PAC and the school community and help them understand their role in the education system;
- c. Maintain a record of events or initiatives and provide suggestions for future efforts;
- d. Convene and act as Chairperson of a Community and Multicultural Committee, if desired;
- e. Act as a liaison between the committee (if convened) and the PAC Executive.

B.14 The Purchasing Officer shall:

- a. Purchase PAC supplies at the direction of the Executive;
- b. Submit detailed invoices and receipts for reimbursement.

B.15 The Traffic Coordinator shall:

- a. Monitor traffic in the school parking lot, drop-off area and neighbouring streets, identify problem areas and work with school administration to implement improvements to safety and traffic flow;
- b. Under the direction of the membership, liaise with school administration, civic officials, police, ICBC, DPAC, etc.

B.16 Grade Five Leaving Coordinator:

- a. Chair the Grade 5 Leaving Committee, if convened;
- b. Act as a liaison between the committee (if convened) and the PAC Executive;
- c. Research and present to the PAC various parent education opportunities regarding student transition to Middle School;
- d. Organize, promote and host parent education events;
- e. Manage event registration and fee collection, if applicable;
- f. Coordinate with the Treasurer on any expenses or honorariums.

APPENDIX C – COMMITTEE OPTIONS

- C.1 This list is not exhaustive, nor are committees mandatory or required to last for the duration of the PAC term. Committees may be formed and dissolved as needed by the PAC.
- C.2 The Grade 5 Leaving Committee shall:
- a. Encourage interested parents to meet and form the Grade 5 Leaving Committee and select the Committee Coordinator;
 - b. Plan, organize and arrange funding for Grade 5 Leaving function(s);
 - c. As soon as practical, create a budget and fundraising plan and present it to the PAC at a General Meeting;
 - d. Plan, design and organize the funding and ordering for the Grade 5 spirit wear;
 - e. Organize a Grade 5 slide show to be shown at the Leaving Ceremony;
 - f. Provide updates at regular PAC meeting;
 - g. Coordinate with the PAC Executive and Administration regarding the above events and fundraising.
- C.3 The Movie Night Committee Shall:
- a. Encourage interested parents to meet and form the Movie Night Committee and select the Committee Coordinator;
 - b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
 - c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
 - d. Work with the Treasurer to accurately record expenses, revenues, and claim expenses incurred;
 - e. Provide status updates at General Meetings.
- C.4 The Pancake Breakfast Committee Shall:
- a. Encourage interested parents to meet and form the Pancake Breakfast Committee and select the Committee Coordinator;
 - b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
 - c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
 - d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;

- e. Provide status updates at General Meetings.

C.5 The Playground Enhancement Committee Shall:

- a. Encourage interested parents to meet and form the Playground Enhancement Committee and select the Committee Coordinator; b. Determine what, if any, enhancements are needed;
- c. Identify and consult with all stakeholders to discuss and plan any needed enhancements, ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating a concept outline and project timeline, requesting quotes and estimating costs, establishing a fundraising plan, researching grants, developing a communications plan and materials, etc.;
- d. Maintain accurate records, ensuring all documentation is saved to the PAC Google Drive to ensure project continuity;
- e. Provide status updates at General Meetings.

C.6 The Staff Appreciation Committee Shall:

- a. Encourage interested parents to meet and form the Staff Appreciation Committee and select the Committee Coordinator;
- b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
- c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
- d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
- e. Provide status updates at General Meetings.

C.7 The Family Dance Committee Shall:

- a. Encourage interested parents to meet and form the Family Dance Committee and select the Committee Coordinator;
- b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
- c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
- d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
- e. Provide status updates at General Meetings.

C.8 The Kindergarten (Kindy) Parent Welcome Tea Committee Shall:

- a. Encourage interested parents to meet and form the Kindy Parent Welcome Tea Committee and select the Committee Coordinator;

- b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
- c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
- d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
- e. Provide status updates at General Meetings.

C.9 The Welcome BBQ Committee Shall:

- a. Encourage interested parents to meet and form the Welcome BBQ Committee and select the Committee Coordinator;
- b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
- c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
- d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
- e. Provide status updates at General Meetings.

C.10 The Volunteer Appreciation Committee shall:

- a. Encourage interested parents to meet and form the Volunteer Appreciation Committee and select the Committee Coordinator;
- b. Plan, organize and run a volunteer appreciation event in recognition of the countless hours put in by PAC volunteers, committees and Executive, ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses, determining the number and types of volunteers and supplies required, developing a communications plan and materials, etc.;
- c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
- d. Work with the Treasurer to accurately record expenses, and claim expenses incurred;
- e. Provide status updates at General Meetings.

C.11 The Grounds Committee shall:

- a. Be responsible for picking up trash on school grounds during designated before or after school hours;
- b. Plan and coordinate school beautification projects.

C.12 The Historical Committee shall:

- a. Collect and act as custodian of all materials (such as photos, memorabilia, and records of events and people of Aspenwood Elementary School and PAC);
- b. Document the history, activity and accomplishments of the students, school and PAC;
- c. Keep these materials safe and orderly and ready for use for external reviews or school event use.

C.14 The Nominations Committee shall:

- a. Be formed by the Executive at least two (2) months before each Annual General Meeting. The Nominations Committee Chairperson shall be the Past Chairperson Executive Member, if this position is filled. If the Past Chairperson Executive position is not filled, the Nominations Committee Chairperson shall be selected by the Executive. The Executive Chairperson may not be a member of this committee;
- b. The Chairperson of the Nominations Committee shall not be eligible for election to any Executive position;
- c. The duties of the Nominations Committee include:
 - i. Submitting the PAC Elections Notice, including the required and optional Executive Officer positions, for distribution to the membership no later than 30 days before the election;
 - ii. Soliciting volunteers for positions before Election Night;
 - iii. Providing a clear outline of the duties and time commitment of each position to prospective volunteers;
 - iv. Inviting prospective volunteers to a General or Executive Meeting to observe the PAC proceedings first-hand.

C.15 The Recycling Committee shall:

- a. Coordinate with the school staff about recycling pick-up, collect recyclable items with a deposit from the school, sort them, and transport them to the Return-it Depot where the PAC has an account;
- b. Create posters to hang above the recycling and compost bins to provide information to students about how to sort their waste.