

École Banting Middle School Parent Advisory Council (PAC)
 General Meeting AGENDA
 Thursday, September 27th, 2023 at 6pm
 Library and Zoom



Agenda Item	Details	Lead
1. Call to order & Welcome	<ul style="list-style-type: none"> a. Call to order and establish quorum (min 4) b. Sign-in process reminder, registration poll on Zoom to be launched c. Meeting etiquette reminder 	President: Kelly
2. President's report	<ul style="list-style-type: none"> a. Approve June Minutes b. Approval of Agenda c. Executive Team - 2 additional members (see descriptions below) d. Committees - Lunch and volunteers 	President: Kelly
3. Principal's report	<ul style="list-style-type: none"> a. Review of current school activities / initiatives / news b. Upcoming events c. Questions and answers 	Principal: Bill Trask
4. Treasurer's report	<ul style="list-style-type: none"> a. Update on Gaming Report b. Final Report for 2022/23 c. Approval of Budget 2023/24 d. Donation request letters and donations will be accepted on Cash Online 	Treasurer: Elisheba
5. PAC Goals and Fundraising	<ul style="list-style-type: none"> a. Hot lunch / Pizza lunch update b. School Swag sale c. Volunteers and ideas 	Secretary: Christine
6. New Business	<ul style="list-style-type: none"> a. Find Your Fit Tour WorkBC b. Diverse Book Basket Moms Against Racism c. Grade 6 Stay Active Form on Banting website d. Roundtable for attendees 	President: Kelly
7. Next Meeting date	<ul style="list-style-type: none"> a. Proposed dates and times - every 3rd Wednesday of the month at 7pm with both virtual and in-person attendance options 	President: Kelly
8. Adjourn	<ul style="list-style-type: none"> a. Note of time 	President: Kelly

Description of Parent Advisory Council Executive Positions

The President shall (required position):

- a. convene and preside at general, special, executive meetings and the AGM and speak for the PAC in an official capacity
- b. ensure that an agenda is prepared and presented
- c. know the constitution and bylaws and meeting rules
- d. know where to find resources to assist members
- e. appoint committees where authorized to do so by the executive or membership
- f. ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- g. shall ensure a quorum is present when required by the constitution
- h. consult and inform PAC members regularly
- i. be a signing officer.

The Vice President shall:

- a. assume the responsibilities of the president in the president's absence or upon request
- b. assist the president in the performance of his/her duties
- c. be a signing officer if required.

The Secretary shall (required position):

- a. ensure that members are notified of meetings
- b. record the minutes of general, special, executive and Annual General meetings
- c. issue and receive correspondence on behalf of the PAC
- d. be a signing officer
- e. ensure safekeeping of records of the PAC
- f. keep an accurate and up to date copy of the Constitution and Bylaws
- g. prepare complete minutes of all general and annual general meetings and shall ensure minutes are distributed at the following meeting.

The Treasurer shall (required position):

- a. be one of the signing officers of the executive
- b. receive all funds for the PAC
- c. disburse funds authorized by the executive or members in a timely manner
- d. maintain an accurate record of all income and expenditures of the PAC
- e. give a report of all receipts and expenditures at all general meetings
- f. deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
- g. make books available for viewing by members upon request
- h. have the books ready for inspection or audit annually
- i. with the assistance of the executive, draft a budget and plan of expenditures as per Section XVI
- j. ensure that another signing officer has access to the books in the event of his/her absence
- k. submit an annual financial statement at the Annual General Meeting of the PAC.

The DPAC Representative shall:

- a. attend PAC and DPAC meetings
- b. seek and give input on behalf of the PAC to the DPAC
- c. report back to the PAC

Please refer to [Banting PAC Constitution and Bylaws on the PAC website](#).