**What is the Kilmer Parent Advisory Committee (PAC)?**

The PAC is made up of volunteer parents who have children attending Kilmer Elementary School. We are a group of people who meet every month to plan events for the children, make decisions on where PAC money should be spent, and address concerns or questions regarding Kilmer Elementary. Some of the events that are put on by the PAC are things like Bingo Nights, Halloween Howls, Carnivals, Popcorn Fridays Hot Lunch and many other great events.

**Why would I come to a PAC Meeting if I don’t hold a PAC “Position”?**

Anyone who attends the PAC meetings has the opportunity to vote on any motions presented. You don’t have to hold a position. This gives YOU the parent a say in what goes on at Kilmer. It’s also a great way to meet other parents. Kindergarten parents and families new to the Kilmer area are especially encouraged to attend and become a part of our community! However, if we don’t fill positions, Kilmer will miss out on Gaming grants in around $6,000. We cannot afford to pass up money for our school when our District is in deficit.

**Help! I’ve never done this and I’m a little intimidated to hold a PAC “Position”!**

We guarantee you do not need a degree in rocket science to hold any of these positions! We are moms and dads just like you. We work, raise families, drive kids around to their activities and try to hold on to our sense of humor while juggling it all. You do not need any previous experience to be on the PAC. Also, some Executive positions can be shared by 2 people. Bring a friend & consider taking this on.

The bottom line is that without parents to run the PAC, our kids will miss out on great opportunities. Did you know that the PAC pays for the following? Teacher incentive program, subsidizes field trips, sports day and Kilometer Club ribbons, Cultural Events, Guest speakers (Saleema Noon, etc), parent library, playground repairs and expenses, gym equipment, Hip Hop, computers and much more.

**What positions are available on the PAC?**

The following is a list of available positions with a full description of the responsibilities of each position:

**President (Chair)**

* Primary role is of a facilitator
* Shall convene and preside at all executive, general and special meetings or notify the Chair designate to assume this duty when necessary.
* Shall be familiar with and follow the Constitution and Bylaws
* Shall ensure that-an agenda is prepared and distributed following the Bylaws for PAC meetings
* 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
* The Chair will represent the council and its activities to the school administration, and facilitate a cooperative relationship between the parents and school.
* Shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
* Shall be one of the three signing officers
* Shall submit a written annual report to the membership

**Vice President**

* The Vice-President will assist the President and will assume the duties of the Chair in their absence (ie. Chair Designate)
* Vice President will have signing authority on PAC bank account

**Treasurer**

* Shall 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.
* Bank statements must be reconciled monthly and made available for review as requested
* Shall assess all financial undertakings to ensure they are within the annual budget
* Shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices
* Shall ensure all bills are paid promptly
* Shall prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit
* Shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC. Also refer to Section XV, Finances of KPAC Constitution
* Have signing authority along with the Chair and Vice-Chair on the PAC bank account.
* Shall draft an annual budget with the assistance of the PAC President
* Shall maintain all financial records in an orderly fashion as stipulated by BCCPAC

**Secretary**

* Shall record the minutes of all executive, general and special meetings
* Shall prepare completed minutes and send to the Chair at least 1 week prior to the next PAC meeting to ensure its distribution
* Within two weeks of any meeting, shall file the original copy of the minutes in the official PAC record binder and post extra copies on the PAC information board.
* 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

**DPAC (District Parent Advisory Council) Representative**

* Shall attend DPAC meetings or designate another elected officer of the PAC to attend 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.

**SPC (School Planning Council) -** 3 parent representatives – 1 must be an Executive member, and the other two are open to any Kilmer parent. Parent members of the SPC work with school staff to collaboratively learn about School Planning Councils; evaluate a variety of statistics; and develop the School Growth Plan for the coming school year.

**SFSPE (Southside Family of Schools Parent Education) Representative**

* To attend committee meetings every 2nd month (5 times a year) and every second meeting, we invite school administrators to join us. When we meet with the administrators, we ask for their expertise and insight into parent education issues or concerns that they may come across in their daily interaction with students and their families.
* To attend 3 - 4 joint parent education events for our Family of Schools each year.
* Each school has taken turns hosting the presentations and our parent reps share in the planning and coordination of the events.
* Since we only meet a few times a year, we respectfully request that you make these meetings a priority and enter them in your calendar.

**Emergency Prep Team**

* To collect a nominal fee from each student to help in cost to replenish classroom food in case of an emergency.
* To purchase the food and distribute to each classroom.
* To maintain and update school Emergency supplies as per the district guidelines.
* To sell off the food at year end at half price

**Fundraising Team**

* The major role of fundraising is to raise money for the benefit of Kilmer students. ie: subsidizing for field trips, guest speakers or presentations, sports equipment, sports day and km club ribbons, playground equipment, computers, etc. Also, to supply the opportunity for Kilmer families to enjoy a product or event that enhances the Kilmer community and/or provides a product that has a proven market in the school as a sale item.
* To plan and organize events throughout the year
* They work under the same umbrella as the hot lunch team of raising funds for the PAC; however, run parallel to each other in their efforts.
* The team will have a lead coordinator that will correspond ideas and project plans with the Chair and the Principal.
* All notices must be reviewed by the team leader of the event, the PAC Chair and the Principle prior to distribution.
* Notices to go home either by email or paper copies, cc'd emails to the school Principle and Secretary, and PAC Family Email coordinator.
* Planning for the next year’s events will be done at the end of the previous school year to plan around other school events and to advise parents in advance.
* All previous products and events can be found in files in the gym kitchen for suppliers and notices/directions of how events were planned. Communication with the outgoing fundraising members is always an excellent avenue to pursue for direction and/or assistance on future planning.

**Hot Lunch Coordinator and Team**

* To plan and organize nutritious hot lunches on a monthly basis along with the Hot Lunch Team that follows the Government’s Healthy Eating Guidelines.
* To send out order forms, collect money and make deposit into bank in a timely manner
* To shop, prepare orders and distribute lunches on hot lunch days along with many other volunteers to each classroom.

**Fruit & Veggie Coordinator**

* This coordinator distributes fresh fruits and veggie along with grade 5 helpers to each classroom twice a week every two weeks. Some items need to be individually portioned but most items are already and they just need to be distributed to the classes. This person needs to have their food safe, if not, a course is available and will be funded by the PAC.

**Newsletter & Webpage Editor(s) - role could be shared**

* Collect monthly newsletter submissions from PAC members
* Produce a draft from the submissions, distribute drafts to Executive members, edit drafts and complete final copy
* Distribute the final copy to Kilmer parents & staff via email & photocopied formats
* Upload newsletter, as well as other KPAC documents, as required, to the KPAC webpage
* Maintain the Kilmer family email list in coordination with Kilmer Secretary
* Maintain the KPAC webpage: documents, events calendar, contacts, etc.

**KPAC Class Representatives**

* Collect contact information from all parents in your assigned division and relay that information to the KPAC Secretary and Newsletter/Webpage Editor(s).
* Attend monthly KPAC meetings
* Share KPAC information with parents in your assigned division
* Represent KPAC to the teacher in your assigned division – share information to keep communication strong between teachers and KPAC
* Distribute/collect KPAC materials to/from your assigned division throughout the year, as necessary