



****URGENT****

Seeking PAC Members for the 2026/2027 School Year

Ecole Maple Creek Middle School PAC has executive positions that need to be filled. Without these positions, the PAC may be forced to dissolve for the 2026/2027 school year!

Who are we? PAC stands for the Parent Advisory Council. ALL parents and guardians of students at Maple Creek are PAC members. The Executive team is voted in at an annual meeting and we elect a Chair, Vice Chair, Treasurer, Secretary, DPAC Rep and Members at Large. The PAC is a very important part of the school community, and we help to guide decisions that are made at the school.

Why join the PAC? Because the students need you! Not only for Hot Lunches, but for all fundraising to support field trips, guest speakers, extracurricular activities, school upgrades (such as technology, team jerseys, and so much more!).

There is strong evidence that increased parent involvement in the school results in increased student achievement, accomplishment, satisfaction, and bonding! Being a part of the PAC is a great way to meet other parents, keep up to date on school matters and make a difference in the school.

What happens if there is no PAC? No more hot lunches. No more fundraising to help the school. Most importantly, without a PAC, we will lose the Annual Gaming Grant which is around \$10,000 annually and is a main financial source of a PAC.

Who can join the PAC? Any parent or guardian of a registered student at Ecole Maple Creek Middle can join and be nominated for the Executive team. No experience is required!!

Vacant Positions for 2026/ 2027 Executive Membership

Chair: The Chair plays a key leadership role in supporting our school community. This person helps guide meetings, ensures everything runs smoothly and in line with our bylaws, and works collaboratively with other volunteers to move initiatives forward. As the official spokesperson and signing officer for the PAC, the Chair represents the voice of our parent community and provides a brief annual update to members. *Estimated time commitment: 3 – 4 hours per month* **THIS POSITION MUST BE FILLED FOR PAC TO RUN THIS SCHOOL YEAR**

Secretary: ensures the PAC's records and communications are organized, accurate, and up to date. This person records minutes for executive, general, and special meetings, prepares and distributes complete minutes in a timely manner, and maintains the official PAC drive. Working collaboratively with the executive team, the Secretary manages correspondence on behalf of the PAC, maintains current copies of the Constitution and Bylaws (including submitting updates to DPAC), and ensures the safe keeping of all PAC records and assets. Through strong organization and attention to detail, the Secretary helps ensure continuity, transparency, and smooth communication within the PAC. *Estimated time commitment: 2-3 hours per month* **THIS POSITION MUST BE FILLED FOR PAC TO RUN THIS SCHOOL YEAR**

Treasurer: oversees the financial health of the PAC. This person ensures our funds are managed responsibly, records are kept accurate and up to date, and all financial activities align with our approved budget and bylaws. Working collaboratively with the Chair and executive team, the Treasurer prepares brief financial reports for meetings, manages deposits and payments, reconciles bank statements, and serves as a signing officer for the PAC. Through careful stewardship and transparency, the Treasurer helps ensure PAC initiatives and student supports

run smoothly. No accounting designation is required — just comfort with basic bookkeeping, organization, and attention to detail. Transition support will be provided. *Estimated time commitment: 3 – 4 hours per month* ***THIS POSITION MUST BE FILLED FOR PAC TO RUN THIS SCHOOL YEAR***

Vice Chair: Will support the Chair and will assume the duties of Chair in the Chair's absence. Estimated time commitment: 2 hours per month.

CPF Rep: The Canadian Parents for French Representative will attend and represent Maple Creek at the CPF meetings including any required voting. The CPF Rep will present a meeting report at Maple Creek PACs monthly meeting. Estimated time commitment: 2– 3 hours per month.

Members at Large: General duties and support of PAC initiatives. Estimated time commitment: 2 – 3 hours per month.

If any of these positions interest you and/or you have any questions please email Angela, MCM PAC Chair at maplecreekpac@gmail.com