

APPENDIX A DUTIES OF POSITIONS

A. CHAIRPERSON

- 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

B. VICE-CHAIR

- shall assume the responsibilities of the chairperson in their absence.
- shall accept extra duties as required

C. TREASURER

- shall have a demonstrated ability and/or understanding of bookkeeping procedures
- shall 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 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
- shall be a signing officer
- shall ensure all bills are paid promptly
- shall draft an annual budget with the assistance of the PAC Chairperson
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC

D. 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

E. 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

F. MEMBER(S) AT LARGE

- shall accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require.
- all general duties of the Executive and Code of Conduct shall also apply to the Member at Large
- shall submit a final report.

G. PAST CHAIRPERSON

- shall help smooth transition between Chairpersons
- may be called upon by the current executive to assist and advise the council

H. STANDING COMMITTEE CHAIRPERSON(S)

1. FUNDRAISING COORDINATOR

- shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures
- shall coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the PAC Executive
- shall maintain a record of fundraising projects, suggestions for improvement and future events (submit as a final report)
- shall convene and act as Chairperson of a Fundraising Committee, if necessary

2. EMERGENCY PREPAREDNESS AND HEALTH AND SAFETY COORDINATOR

- shall send representatives to all meetings of the School Emergency Preparedness Committee
- shall assist the school to ensure all student identification and release forms are up to date and properly stored
- shall check all classroom orange bags once or twice per school year to ensure all supplies are present and fresh, and that all classroom lists are current.
- shall assist with other tasks to help the school meet all of the District 43 Emergency Preparedness recommendations
- shall monitor student safety issues such as emergency preparedness, traffic, school grounds and play equipment, and the surrounding neighbourhood to identify possible safety improvements and ways to achieve them
- shall investigate and act on parent concerns regarding health issues and first aid procedures
- establish and coordinate activities of parent committees for student safety or health enhancement projects

MORE Executive possibilities:

Newsletter Editor