

# **Mundy Road Elementary School**

## **PAC Annual General Meeting Agenda**

**Wednesday, May 22, 2019 – 7PM**

(Use entrance nearest to the library at the east end of staff parking lot)

### **Welcome and Introductions**

### **Approve Minutes of the April 10, 2019 Meeting**

### **Approve Agenda**

### **Chairperson's Report** (Jon Lundquist)

### **Principal's Report** (Rob Wright)

### **Treasurer's Report** (Tamara Lee & Samantha Cohene)

### **Committee Reports**

District PAC Rep (Larissa Ringham)

Communications Coordinator (Una Wong)

Volunteer Coordinator (Jaime Baker)

Fundraising (VACANT)

- Fundraising Survey
- Cash4Clothes

Hot Lunch (Bobbi Crandall)

Emergency Preparedness Coordinator (Wendy Dhillon)

Safety Coordinator (Janice Doege)

Merchandising Coordinator (Christine Friend)

Parent Education Coordinator (Anita Krishna)

Social Coordinator (Anita Rasoda)

## **Old Business**

- Vote to approve 2019-2020 PAC Budget as amended at the PAC meeting on April 10, 2019.

## **Election of Executive Positions for 2019/20 school year**

See general description of position details below. Complete position responsibilities are found in the Mundy Road Elementary PAC Constitution at [PAC Constitution link](#). All positions have a one year term from July 1 to June 30 of the following year. Please email Jon Lundquist at [jonman@telus.net](mailto:jonman@telus.net) if interested in a position or unable to attend the meeting but seeking a nomination.

**The Chairperson, Treasurer, Secretary and DPAC Representative must be filled before any other PAC position.**

Note the DPAC Representative position must be by secret ballot, even if by acclamation.

## **Open Discussion**

Confirm June PAC meeting with new Executive

## **Motion to Adjourn**

## Mundy Road Elementary School PAC Executive Officers

**The Chairperson, Treasurer, Secretary and DPAC Representative must be filled before any other PAC position**

**Co-chairs are open to all Executive positions; Coordinators oversee responsibilities within committee groups**

**CHAIRPERSON:** Chairs meetings, prepares agenda in consultation with Principal, acts as a liaison between the PAC and the Principal, and communicates regularly with the committee representative.

**TREASURER:** Responsible for all funds, maintains the bank account, co-signs cheques with the Chairperson and or two other executive officers, keeps appropriate financial records, presents a financial report at each meeting, and submits an annual financial report.

**SECRETARY:** Records the minutes of the meetings and organizes the distribution to Communication Coordinator, Principal, and bulletin board; keeps a copy of the agenda, minutes, sign in sheet and the treasurer's report from each meeting in the PAC binder.

**DPAC REPRESENTATIVE:** Attends meeting of the District PAC, reports to the school PAC on these meetings, and may sit on committees established by the PAC.

**VICE CHAIR:** Assists the Chair.

**MEMBER AT LARGE (2):** Full membership on Executive including voting rights, no specific assignment but takes on responsibilities as needed.

**COMMUNICATION COORDINATOR:** In conjunction with volunteer Coordinator, responsible for updating Parent e-mail list in September. Maintains and updates the bulletin boards, creates regular PAC newsletter with approval from PAC Chair and Principal. Shares information with school community via e-mail, including PAC meeting minutes and the PAC newsletter, maintains / updates information on the school website.

**EMERGENCY PREPAREDNESS COORDINATOR:** Coordinates and arranges updating of disaster supplies, coordinates classroom packs and container supplies, acts as liaison between Principal and PAC regarding Emergency Drills.

**FUNDRAISING COORDINATOR:** Receives and files all fundraising information and correspondence, provides recommendations and schedule of planned fundraisers for the school year in September. Assumes leadership role in fundraising events.

**HISTORIAN:** Maintains photos, recording, and newsworthy items of school events; archives on yearly (CD/DVD).

**HOTLUNCH COORDINATOR:** Schedules and coordinates seven or more special lunches; collection of monies, putting together orders, contacting parents for assistance, organizing food for Sports Day, coordinates duties within a committee.

**MERCHANDISING COORDINATOR:** Organizes the acquisition, sales and distribution of T-shirts, sweatshirts (and other merchandise as needed) branded with the Mundy Road Falcons logo.

**PARENT EDUCATION COORDINATOR:** Determines programs of interest for parent meetings and coordinates speakers, materials, etc.

**SAFETY COORDINATOR:** Liaison for health, safety and traffic issues in and around the school.

**SOCIAL COORDINATOR:** Coordinates and sets up refreshments for PAC meetings, coordinates STAFF appreciation throughout the year (by classroom), coordinates parent refreshments on the first day of school and Sports Day.

**VOLUNTEER COORDINATOR:** Organizes a list of parents who are interested in helping in the classroom or with other school events; assists classroom teacher in choosing a class liaison. Liaisons primary role is to support and ensure volunteers according to class needs and support PAC if needed. Classroom volunteers may organize class phone lists for families, as well as other duties assigned by teachers.