

# Pleasantide PAC Executive Positions



The majority of the current executives are retiring at the end of June; we need a minimum of 2 people to join.

While the Pleasantide PAC can be run with only two positions (treasurer plus another position/bank cosigner), we typically have at least four roles on the Executive.

## Why volunteer?

- Many hands make light work - we're a small school
- Get actively involved in your child's school experience
- We help do the "extras" that make Pleasantide such an amazing place - from halloween dances to hot lunch days plus raising funds for special school activities like hiphop and gymsense

## How to join the PAC?

Reach out to a current PAC members by next Monday, May 20th to express your interest (or to learn more). Mention what position you'd like to volunteer for as well as your contact info. We will reach out to coordinate next steps. If there is more than one person interested in the same position, a vote will be held at the next AGM on Wednesday, May 22.

A brief description of each position follows.

We ask that all executive members do their best to attend the monthly PAC meetings (typically held the third Wednesday night at 7pm - in-person at the school library with free babysitting available or via Zoom).

## Treasurer

- Possess a demonstrated ability and/or understanding of bookkeeping procedures
- Keep an accurate and current record of all receipts and expenditures
- Apply for the Gaming Grant and provide follow-up financials
- Draft an annual budget
- Assess all financial undertakings to ensure they are within annual budget
- Maintain financial records
- Prepare a written financial report for presentation of each monthly PAC meeting
- Responsible for issuing receipts, deposits, and ensure all bills are paid promptly
- Be a signing officer

## Chairperson

- Convene and preside at all executive, general and special meetings
- Be familiar with and follow the constitution and bylaw
- Ensure that an agenda is prepared and distributed prior to meeting
- Be the official spokesperson and representative for the PAC
- Be a signing officer
- Assist in keeping a complete and current inventory of all PAC assets

## **Secretary**

- Record the minutes of all executive, general and special meetings
- Maintain original copy of minutes
- Prepare meeting minutes and ensure their distribution
- Issue and receive correspondence on behalf of the PAC

## **Fundraising Coordinator**

- Propose fundraising projects to the executive
- Coordinate all activities related to fundraising events
- Act as a liaison between the fundraising committee and the PAC executive
- Maintain a record of fundraising projects

## **Volunteer Coordinator**

- Create and maintain of list of interested parent volunteers
- Set up and administer a WhatsApp group for these volunteers
- Communicate upcoming PAC events to volunteers and coordinate volunteer schedule
- Organize volunteers for PAC events by providing clear time commitments, duties, and training if needed

## **Communications Coordinator**

- Set up, monitor and keep PAC information up to date on all classroom WhatsApp groups
- Monitor and post current PAC information on school Facebook page (agenda, meeting minutes, calendar)
- Create new PAC school website and post current PAC news and information

## **District Parent Advisory Council Representative**

- Attend DPAC meetings or designate another executive officer on the PAC to attend on your behalf
- Represent Pleasantside to DPAC and vice versa
- Report issues discussed to the PAC
- Maintain PAC information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available

## **Current PAC Executive Contact Info for questions OR to express interest in a position PRIOR TO MONDAY, MAY 20:**

- Natasha Douglas - Chair - [nvdouglas@gmail.com](mailto:nvdouglas@gmail.com)
- Brittany House - Treasurer - [brittanyhouse@live.ca](mailto:brittanyhouse@live.ca)
- Jen Biron - Co-Secretary - [jnjbiron@gmail.com](mailto:jnjbiron@gmail.com)
- Katie McNab - Co-Secretary - [katieannemcnab@gmail.com](mailto:katieannemcnab@gmail.com)
- Tammy Martinez - Fundraising Coordinator - [tammymartinezr@gmail.com](mailto:tammymartinezr@gmail.com)