

PAC Executive Roles

Chairperson:

This position requires an individual with leadership qualities, who is well-versed about many of the specifics of the Central community, and in the dynamics of leading effective meetings.

- convenes & presides at all PAC meetings – prepares & distributes the agenda, ensures quorum, maintains order, calls for votes on motions & announces outcomes
- oversees the activities of the PAC Executive & coordinators
- operates as an authority on the rules & documents governing the PAC
- acts as the official spokesperson & representative for the PAC, always acting on behalf of the majority of members
- liaises with Central's administration & staff
- ensures the PAC is represented at school & district activities

Treasurer:

This is a critical position, with the Treasurer required to possess demonstrated ability and knowledge of bookkeeping procedures.

- maintains all PAC financial records as stipulated by the BCCPAC, ensuring they are both accurate & thorough
- prepares the annual budget & monthly financial statements
- reconciles monthly bank statements
- apprises the PAC of the financial position through regular reports of income & expenses
- responsible for the prompt deposit of all PAC income, and the prompt payment / reimbursement of all PAC expenses (including issuing receipts)
- assesses all financial undertakings to ensure they are within the annual budget
- applies for any Gaming Licenses that may be required for PAC fundraising activities
- applies for the annual Gaming Grant through the BC Gaming Branch
- reports to external parties as required to ensure the PAC remains in good standing and eligible for future financial opportunities

Secretary:

The Secretary is the PAC historian. They require strong organizational and note-taking skills, and are required to attend the majority of the PAC meetings.

- records accurate minutes of all PAC meetings
- prepares & distributes complete minutes within 2 weeks of any meeting
- issues, receives & distributes correspondence on behalf of the PAC
- ensures safekeeping of all PAC documents & records
- maintains a complete & current inventory of all PAC assets

District Parent Advisory Council (DPAC) Representative:

- maintains current registration & membership of the PAC at the DPAC & BCCPAC levels
- represents the Central PAC at DPAC and BCCPAC meetings, including conveying & voting the PAC's wishes
- attends all monthly DPAC meetings (usually the last Wed of the month)
- informs the PAC of all matters relating to the DPAC and BCCPAC
- receives & acts upon all communications from the DPAC and BCCPAC

Vice Chairperson:

- assumes the responsibilities of the Chairperson in the Chairperson’s absence or upon request
- assists the Chairperson in the performance of their duties
- accepts extra duties as needed

Community and Multicultural Liaison:

- facilitates the welcoming of families new to the school, that have backgrounds in diverse cultures
- encourages the involvement of these new families in the PAC and school community and helps them understand their role in the education system

Fundraiser Coordinator:

- proposes and submit fundraising projects to the PAC Executive for approval
- coordinates all activities related to a fundraising event
- works with the Treasurer to clearly and accurately record expenses and revenues
- reports the status of fundraising activities to the PAC at the General Meetings
- maintains a record of fundraising projects, suggestions for improvements, and ideas for future events to be submitted as a final report at the end of each fiscal year;

Parent Education Coordinator:

- informs the PAC of any speakers, workshops, or conferences which may be of interest to parents
- arranges topics and guest speakers for assemblies where a parent education component is desired
- coordinates speakers for PAC meetings and arranges information sessions/workshops for parent education activities;

Communications Officer:

- manages the Central PAC Facebook page (and any other social media)
- posts relevant information to social media, as directed by the Executive
- creates and post fliers around the school for any PAC events
