

Mundy Road Elementary School PAC Executive Officers

Chairperson: chairs meetings, prepares agendas in consultation with Principal, acts as a liaison between the PAC and the Principal, and communicates regularly with the committee representatives

Vice-Chairperson: assists Chairperson; chairs meetings in the absence of the Chairperson

Treasurer: responsible for all funds, maintains the bank account, co-signs cheques with the Chairperson and on or two other Executive Officers, keeps appropriate financial records, present a financial report at each meeting, submits an annual financial report

Secretary: records the minutes of meetings and distributes to PAC chair, principal, parents, puts a copy on parent and staff boards, keeps a copy of the agenda, minutes, sign-in sheet and treasurer's report from each meeting in Mundy PAC binder (white)

DPAC Representative: attends meetings of the District PAC, reports to the School PAC on these meetings, may sit on committees established by DPAC

Member at Large (2): full membership on Executive including voting rights, no specific assignment but takes on responsibilities as needed

Committee Coordinators: (In alphabetical order) (Other Committees may be established as needed)

Communications Coordinator: shares information with the school community through the PAC newsletter; maintains/updates information on the school website in coordination with teacher representative

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

Fund-Raising Coordinator: receives and files all fund-raising information and correspondence, assists in identifying funding needs prior to the scheduling of fund-raising events, presents fund-raising items for consideration, assumes leadership role in fund-raising events

Historian: maintains photographic recordings and newsworthy items of school events

Hot Lunch Coordinator: schedules and coordinates special lunches; collection of monies, putting together orders, contacting parents for assistance, organizing food for Sports Day

Parent Education Coordinator: determines programs of interest for parent meetings and coordinates speakers, materials, etc

Safety Coordinator: liaison for health and safety issues in and around the school

Social Coordinator: coordinates and sets up refreshments for PAC meetings, coordinates staff appreciation week

Volunteer Coordinator: organizes a list of parents who are interested in helping out in classroom or with other school events; classroom volunteers may organize class phone lists for families and other duties assigned by teachers.

