

Mundy Road PAC Positions To Be Voted in AGM meeting

A. PAC CHAIR

- 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 exofficio member to all committees except the Nominating Committee
- Shall liaise with the Principal (in partnership with the Vice-Chair) on parent / school issues
- Shall take such actions or ensure such actions be taken by others to achieve the goals of the organization
- shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
- shall be one of the three signing officers
- Shall draft an annual budget with the PAC Treasurer
- shall submit a written annual report to the membership

B. 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 one of the three PAC signing officers
- shall ensure all bills are paid promptly
- shall draft an annual budget with the assistance of the PAC Chair
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC
- Shall ensure that another financial signing officer has access to the books in the event of his/her absence
- Shall submit an annual report at the last PAC meeting of the school year

C. 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 ensure that a copy of the most recent agenda and minutes are posted on the parent information board.
- 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
- shall keep a complete and current inventory, including location, of all PAC assets
- shall ensure the binders are collected at the end of the term and appropriately redistributed in September

D. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE Or DESIGNATE

- 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.

SECTION XII PAC REPRESENTATION to the SCHOOL PLANNING COUNCIL (PAC-SPC Rep.)

Elections:

1. Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in the school.
2. One of the representatives must be an elected officer of the Mundy Rd. Parent Advisory Council.
3. The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one candidate is running.
4. A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgement of others.
5. Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination will have previously reviewed the expected duties and conduct of the position.
6. An absent member can be nominated at the meeting when PAC-SPC Rep elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member

should submit a short resume detailing their skills, interests, or prior PAC involvement for members

who may not know the nominee.

7. The PAC will appoint two members, called “tellers” to distribute, collect, count the ballots and report

the vote to the Chair. Tellers should be chosen for accuracy and dependability and have the confidence of the membership.

8. The election will require at least two ballots.

9. It is possible that a ballot may not elect any candidates, and further balloting is required.

10. The first ballot will include only the name(s) of Executive officers who have accepted nomination.

11. When the PAC Executive SPC representative has been elected, nominations for the other two

representatives will be taken. Unsuccessful candidates from the PAC Executive SPC election can

stand again.

12. When all balloting is completed, a motion will be made to destroy the ballots.

APPENDIX A OTHER POSSIBLE EXECUTIVE POSITIONS

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 preferably shall be available during school hours

2. HEALTH and SAFETY COORDINATOR

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 sit on the school emergency preparedness committee or find other parents to attend

shall monitor medical room supplies and procedures

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

liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary

Attend block parent district meetings held once every 2 months.

Ideally have a flexible schedule to allow for some daytime meetings or safety presentations

2A. TRAFFIC COORDINATOR

shall monitor traffic in the school drive through and neighbouring streets, identify problem areas, and
implement measures to improve safety
liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary

3. SPECIAL LUNCH COORDINATOR

shall coordinate with the Principal as to convenient dates to offer special lunch service to students and staff
shall coordinate the ordering and delivery or preparation of any food
shall ensure special lunch events are self supporting
maintain a record of supplier contacts and suggestions for the smooth operation of this task

4. PARENT COMMUNICATIONS COORDINATOR

shall prepare and distribute newsletters/bulletins to parents as directed by the Executive
shall post and distribute meeting agendas and minutes as directed by the Executive
shall oversee the Parent Information Centre and Bulletin boards and post materials as directed

5. PARENT EDUCATION COORDINATOR

shall inform members at general meetings of any speakers, workshops, or conferences which may be of interest to parents
arrange topics and guest speakers for assemblies where a parent ed component is desired
shall maintain a complete record of speakers, their topics, handouts and associated costs
shall collect potential speaker information and maintain a record of this information in the parent library
purchase parent education materials for the parent library with the approval of the membership
oversee the Parent Library and ensure all materials are kept in an organized and tidy manner
shall maintain and post a master list of all available parent resource materials

6. PARENT VOLUNTEER COORDINATOR

shall coordinate the recruiting of one or more volunteer parents from each class. A list of volunteers shall be provided to the PAC Chair
shall establish phone trees with the assistance of these class volunteer parents to find volunteers for projects or to relay PAC information
shall facilitate communication between the PAC Executive and the parent body as whole through these volunteers
shall coordinate any long term volunteer positions within the school, e.g. absentee phoning committees

7. SOCIAL CONVENOR

Shall purchase supplies and prepare refreshments for meetings and special events
Shall assist with concession activities
May coordinate volunteers and oversee planning of social events

8. MEMBER AT LARGE (2)

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 Past Chair or Vice Chair - if they are assigned extra duties other than filling in for Chair

APPENDIX B

OTHER POSSIBLE COMMITTEES

Historical Committee

shall collect and act as custodian of all material (such as photos, memorabilia, and records of events and people of MUNDYROAD School and the PAC) and to document the history, activity, and accomplishments of the students, school, and the PAC

shall keep these materials safe and orderly and ready for use for external reviews or school event use

Emergency Preparedness Committee

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

classrooms lists are current.

shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations

Fundraising Committee

Money Counter - shall oversee the counting, recording, and preparation of money for deposit by the Treasurer. This person

shall act as an assistant and report to the PAC Treasurer

After-Grad Committee

Shall encourage interested parents to meet by October to select committee Coordinator(s) and establish subcommittees.

Shall meet as needed to democratically make plans to effect a successful After-Grad function

Shall determine a budget as soon as possible, to be presented to the PAC along with plans for fundraising events.

Income from such events shall be used only for matters relating to the After-Grad function, and any credit shall be rolled over into the next year's After-Grad budget.

All funds raised shall be deposited to a PAC account and dispersed by cheque for the purpose of accountability.

Shall communicate with other groups in the school (such as student groups, teachers, and the Principal or his/her designate) to ensure a coordinated approach to graduation and After-Grad events.

MORE Committee possibilities:

Social committee, Phoning, Lost and Found, Grounds, Hot Lunch