

## **Section VIII - Duties of Executive and Representatives**

### **A. The President will**

- a. Speak on behalf of the Council
- b. Consult with Council members
- c. Preside at membership and executive meetings
- d. Ensure that an agenda is prepared
- e. Appoint committees where authorized by the membership or executive
- f. ensure that the Council is represented in school and district activities
- g. Is familiar with the Nestor Elementary School PAC Constitution and ensures that council activities are aimed at achieving the purposes set out in the constitution
- h. Be a signing officer
- i. Receives and announces all information and correspondence and distributes to appropriate people
- j. Prepares a summary of the year's activities to submit for the May PAC newsletter
- k. Organizes a presentation to introduce the PAC for the Kindergarten Orientation

### **B. The Vice-President will**

- a. Support the president
- b. Assume the duties of the president in the president's absence or upon request
- c. Assist the president in the performance of his or her duties
- d. Accept extra duties as required
- e. Be a signing officer
- f. Informs (telephone or e-mail) executive members of all upcoming meeting
- g. Responsible for the purchase and delivery of cards or gifts as directed by the Executive

### **C. The Treasurer will**

- a. Be one of the signing officers
- b. Ensure all funds of the Council are properly accounted for
- c. Disburse funds as authorized by the membership or executive
- d. Ensure that proper financial records and books of account are maintained
- e. Report on all receipts and disbursements at general and executive meetings
- f. Make financial records and books of account available to members upon request (suggestion - give copy of monthly bank statement and report to President and Secretary)
- g. Have the financial records and books of account ready for inspection or audit annually
- h. With the assistance of the executive, draft a notional annual budget
- i. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence

- j. Submit an annual financial statement at the annual general meeting
- k. Provide financial statements for inclusion in pac newsletters and web site

**D. The Secretary will**

- a. Record and file minutes of all meetings
- b. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- c. Prepare and maintain other documentation as requested by the membership or executive
- d. Issue and receive correspondence on behalf of the Council
- e. Ensure safekeeping of all records of the Council
- f. May be a signing officer
- g. E-mail agendas and minutes to executive members a minimum of 2 days prior to meeting date
- h. Is responsible for copying and distributing General Meeting minutes at the General Meeting
- i. Takes attendance of executive at all meetings

**E. Communication Coordinator**

- a. Assumes responsibility for monthly PAC newsletter
- b. Organize an annual year end social for the old and new executive and school administration
- c. *Shall oversee the Parent Information Centre/Bulletin Board*

**F. The DPAC Representative will**

- a. Attend all meetings of DPAC and represent, speak, and vote on behalf of the Council
- b. Maintain current registration of the Council
- c. Report regularly to the membership and executive on all matters relating to the DPAC
- d. Seek and give input to the DPAC on behalf of the Council
- e. Receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. Receive and act on all other communications from the DPAC
- g. Liaise with other parents and DPAC representatives

**G. Ways and Means Coordinator**

- a. Presents a variety of fundraising suggestions at the May Executive Meeting
- b. Co-chairs fundraising committee meetings and organizes the delegation of duties
- c. Is responsible for receipt and storage of all donations and purchases for fundraising events. All funds must be counted with two executive members. Receipts will be

provided from Treasurer when moneys collected are given to Treasurer ready for bank deposit.

- d. Is responsible for maintaining a file on fundraising suggestions.
- e. Submits and annual statement to the following years' executive.
- f. Is responsible for presenting a budget to the executive for all fundraising.

**H. Assistant Ways and Means (2)**

- a. Works closely with the Ways & Means Coordinator in preparation for the Ways and Means position the following.
- b. Should be present at all Executive and General Meetings when Ways & Means Coordinator is absent.
- c. Both Assistants work closely with the Ways & Means Coordinator.

**I. Members-at-Large will**

- a. Serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

**J. The immediate Past President will**

- a. Advise and support the membership and executive
- b. Provide information about resources, contacts, and other matters

**K. The School Planning Council (SPC) representatives will**

- a. Attend all meetings of the school planning council (SPC)
- b. Represent, speak, and vote on behalf of the Council at SPC meetings
- c. Request and take direction from the membership and executive
- d. Be strong advocates for meaningful parent involvement in the school and school planning
- e. Provide a report for all general and executive meetings
- f. Attend general and executive meetings as directed by the membership or executive
- g. Submit timely updates to the PAC newsletter