

IMPORTANT PAC UPDATE - NEW MEMBERS NEEDED

Dear Parents,

The school year is almost at an end and it is time for PAC to vote in executive and non-executive members for the 2019/2020 school year. We need parents like you to step up and help out. The more parents we get the less there will be for everyone to do and the more we will accomplish! Many of you offer your assistance to PAC whenever you can and we are very grateful.

The PAC is an integral part of our children’s school by acting as a liaison between the teachers, administrators and parents. We share your thoughts, concerns and ideas with the hope that it will better all of our children’s experiences. We operate as a type of small business raising money, managing a budget and allocating funds to further enhance the opportunities that our children receive. Currently, we have a replacement playground structure to raise funds for. We need to raise approximately $85,000 before the end of 2021 or Riverdale students will have one less playground structure which would be devastating to an already busy playground.

WITHOUT PAC, our children would lose out on many of the benefits and opportunities they are currently receiving. EG.-Field trips, special presentations, updated technology, new band equipment, new playground (the list goes on).

PLEASE THINK ABOUT GETTING INVOLVED! It does require some involvement and commitment of personal time but it’s very rewarding.

On Tuesday May 28th at 6:00pm we will meet to vote in a new Executive Council and fill our Non-Elected coordinator positions. This meeting will pave the way for a successful 2019/20 school year. Please consider joining our team …even if you are only able to devote a small bit of time.

The positions and some of the duties included in the positions we are looking to fill are:

**ELECTED MEMBERS**

**CHAIRPERSON**
Organize, call and chair our meetings, make sure each committee is meeting its objectives, be one of the financial signing officers and maintain open and continual communication with Principal and PAC members.

**VICE-CHAIRPERSON**
Act in the Chairperson’s position in his/her absence, assist the Chairperson and the Executive members and be one of the financial signing officers.

**SECRETARY**
Assist Chair in setting agenda for meetings, keep an up-to-date record of Executive members names and phone numbers, keep safe all records and documents of the PAC. Help the Chairperson with the newsletters and assist in keeping correspondence for the PAC. Take attendance at meetings and take accurate minutes.

**TREASURER**
Keep an accurate record of all receipts and expenses. Count & deposit all funds in the bank and disburse funds as necessary. Give reports of all receipts, expenses and account balances and be one of the financial signing officers. Assist the PAC Chair with drafting a budget.

**DPAC REPRESENTATIVE**
Make sure Riverdale parents/guardians have a voice at the district level and attend DPAC meetings and report back to the PAC.

**NON-ELECTED MEMBERS**

**FUNDRAISING COORDINATOR**
Assist PAC Executive in choosing, organizing and running various fundraising events.

**HOT LUNCH COORDINATOR**

Plan and organize school district approved hot lunch fundraisers.

**EARTHQUAKE COMMITTEE COORDINATOR**
Assist Administration in collecting and tracking completed earthquake kits and to check and maintain current supplies in storage.

**GRANT COMMITTEE COORDINATOR**

Work with committee members to apply for and keep track of playground grant applications.

**SOCIAL MEDIA COORDINATOR**

Write posts for a manage PAC Group Facebook Page.

You can view more information on the positions on the school website.

[https://www.surreyschools.ca/schools/Riverdale/Parents/PAC/Documents/](https://legacy.surreyschools.ca/schools/Riverdale/Parents/PAC/Documents)

Nomination forms are posted in the school lobby by the gym stairs. If you wish to stand for a position you can add your name to the nomination form. If there is someone you feel could be a valuable asset please speak with them and add their name to the nomination form. You can email us at riverdale.pac@hotmail.com to submit your nomination or ask any questions you may have.

Thank you very much for your consideration!

Sincerely,

École Riverdale PAC