



To all of our Clayton Parents and Guardians,

It's hard to believe this school year is almost over! Thank you to all of our parents who have supported the PAC and our school by participating in our fundraisers and events, coming to our meetings, helping with deliveries and supporting our kids in their day to day work and fun here at Clayton! As we welcome Spring, the executive also hope to welcome new faces and volunteers to the PAC meetings and positions. We have various positions and ways to help available including those for parents who can help occasionally with supporting our monthly fruit and veggies program deliveries and fundraisers, to those who can commit to either committee or executive positions to keep our PAC and support of our teachers and students going strong!

The Parent Advisory Council (P.A.C.) is made up of ALL the parents/guardians of the students of the school, not just those who come to the meetings or hold positions. We all have a say, and are all welcome to attend the meetings to not only hear about amazing things going on with our children at school, but to have a say on what you would like to see more of, how our funds should be spent etc.

Every general PAC meeting in May we hold elections for various positions for the following September. The elections for all positions must be made by secret ballot, unless there is only one volunteer for the position, and the term of office shall be for one year.

These are some descriptions of the positions but may not be inclusive of all job duties. The Executive perform formal roles to ensure the organization continues. Executive Council for the PAC consists of the following four positions and are elected by the entire PAC every May for the following school year:

***President:**

- Calls and Chairs Executive and PAC Meetings
- Works with Secretary to prepare each meeting's Agenda
- Is the official spokesperson for the organization
- Delegates ensuring the objectives of the organization are met
- Is a signing Officer, oversees and appoints special committees as needed
- Attend one Executive Meeting AND one General PAC meeting per month.

***Vice-President:**

assume the duties of the president in their absence
Is a signing Officer
Can opt to be in training to become president
Assist the president as needed and perform such special duties as the executive decides.
Attend at least one Executive Meeting AND one General PAC meeting per month.

***Secretary:**

record minutes of all general and executive meetings
distributes minutes of general meeting to the entire pac and for posting on school's website
receive and issue all correspondence on the association's behalf
at least one Executive Meeting AND one General PAC meeting per month
is a signing officer

***Treasurer:**

The role of treasurer is to keep accurate & up-to-date records of all expenses paid and all money received and shall assist the executive in preparing the annual budget.
attend at least one Executive Meeting AND one General PAC meeting per month
is a signing Officer
be responsible for drafting the Budget with the assistance of the Executive.
deposit all funds into the PAC Account, ensure all funds of the council are properly accounted for
disburse funds as authorized by the membership or executive for all PAC business, ensure that proper financial records and books of account are maintained, report on all receipts and disbursements at general and executive meetings, make financial records and books of account available to members upon request
have the financial records and books of account ready for inspection or audit annually
ensure that another signing officer has access to the financial records and books of account in the treasurer's absence, submit an annual financial statement at the annual general meeting
be responsible for applying for Gaming Grant, managing the Gaming money separately from any general account the PAC has.
You will have to be knowledgeable and aware of what the Gaming rules are for spending and reporting.

***These positions make up our Executive Council. They attend one executive member meeting per month, and one general PAC meeting per month.**

The government gives our school money per child enrolled every year in the form of a Gaming Grant to use for various things, including school busses. If the school does not have an elected Executive Council for the following school year, the grant is not approved by the government, and the school and teachers do not benefit from this Gaming Grant. This school year the grant was for just over \$5200.00!

For our next general PAC meeting on May 15th we will be looking for:

-President -Vice President
-Treasurer -Secretary

We do have interest in two of the positions but no one interested in the Secretary or Treasurer positions. Training and support will be offered to newcomers. A number of our parents who volunteer will be leaving Clayton soon, as their children will be attending high school.

Committee PAC positions are listed below, and are also elected or volunteer every May for the following school year:

District Parent Advisory Council (DPAC) Representative: *(vacant)*

Attend DPAC meetings and workshops, and report back to the PAC executive and membership
To arrange for an alternate to attend meetings and workshops if necessary
To communicate with DPAC on issues of interest or concern from Clayton Elementary PAC

Emergency Preparedness Coordinator: *(vacant)*

Takes inventory of Emergency supplies.
Replaces as necessary.
some emergency food rations expire every year. These are used at sports day and replaced.

Fundraising Coordinator: *(currently filled by two parents - vacant for next year)*

Plan for the appropriate amount of fundraisers to meet the needs of the PAC budget
Execute, organize, collect monies and distribute goods from fundraisers to children/parents
Summarize each fundraiser and report to the PAC
Make a tentative plan each May for the following year's fundraisers

Fruit and Veggie Coordinator: *(we do have a coordinator, but monthly volunteers are appreciated)*

Requires FoodSafe Level I Certification, which the PAC pays for
Prepare and sort veggie or fruit and milk for distribution to classrooms, usually once a month on pre set dates issued every September

The committee members are expected to attend our general PAC meetings once a month (with the exception of March and December when there are no meetings), however if someone can not make every meeting, it is understandable and we just ask for your updates.

We will be seeking to fill all of our committee positions this May, especially that of **Fundraising Coordinator(s)**. We have no one interested in this position currently for next September. Again, this would be an opportunity for parents who would like to help and learn how to perform this position to do so for the 2019/2020 school year as one of our current coordinator's will no longer be at Clayton the following school year, and the other already holds an executive position.

We thank you for your support, and please feel free to email claytonelementarypac@gmail.com with any questions/concerns about the positions listed.

Sincerely,

The PAC Exec

Help keep these PAC run events/funds going for our kids!

SPOOKTACULAR DANCE

Laptops

Field Trip Busses (free!)

Bottle Drive

Balls & Sporting Equipment \$

Discount on Hip Hop

Lessons

COUPON SALES

Paint Night Discount on Tae Kwon Do classes

PIZZA DAYS

Perogie Sales

Monthly Fruit & Yeggie plus Milk deliveries (free!)

Western Direct Frozen Foods

Hot Dog Days

Family Photo Night

