

## **P.A.C. Position Job Descriptions**

The Parent Advisory Council (P.A.C.) is made up of ALL the parents/Guardians of the students of the school. 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...

### **President:**

- Calls and Chairs Executive and PAC Meetings
- Works with Secretary to prepare each meeting's Agenda
- Meets with school principal on a monthly basis
- 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

### **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
- receive and issue all correspondence on the association's behalf
- at least one Executive Meeting AND one General PAC meeting per month.

### **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. Duties;*

- attend at least one Executive Meeting AND one General PAC meeting per month
- be 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.

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

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

**Grade 7 Coordinator:**

Organize a meeting for grade 7 parents to discuss grad activities and form committees.  
Some areas to think about: ordering hoodies for the kids, graduation gift to the school, grad ceremonies and dinner, yearbook, slideshow, fundraising activities etc.  
Attend Monthly PAC Meetings in order to coordinate dates of events with other PAC events.

**Emergency Preparedness Coordinator:**

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

**School Planning Council:**

Three parent representatives to the School Planning Council (SPC) shall be elected annually from the parents of students enrolled in the school, who are not employees of any school district.  
One representative must be an elected officer of the Parent Advisory Council.  
This election must be by secret ballot, and the term of office shall be one year.

**Fundraising Coordinator:**

Plan for the appropriate amount of fundraisers to meet the needs of the PAC budget  
Summarize each fundraiser and report to the PAC  
Make a tentative plan each May for the following year's fundraisers

**Hot Lunch Coordinator:**

Coordinates the hot lunch program provided by the PAC.

Identifies and works with lunch suppliers to determine menu and negotiate rates.

Organizes volunteers to help on hot lunch days.

Works to ensure that the program runs smoothly and efficiently for both the primary and intermediate students and parents.

**Fruit and Veggie Coordinator:**

Prepare and sort veggie or fruit for distribution to classrooms. Food-safe certification required (PAC will pay for certification)

**Parent Liaison Representative for each Division:**

Attend Monthly PAC meetings to participate in the decision making process on behalf of the parents in their classroom.

Information from the PAC meetings should be communicated to the teacher and the classroom parents when necessary.

This position can be expanded by choice of parent to include organizing classroom parties, hot lunch volunteer, collect money for teacher gift, hold confidential list of parent email and phone numbers, and other classroom duties.