

JBCS PAC EXECUTIVE POSITIONS

ROLES & RESPONSIBILITIES

PAC Chair Responsibilities

- Chair meetings (or arrange for VP to chair)
- Give executive report at meetings (or arrange for other exec member to do this)
- Meet with school principal a couple of days prior to PAC meetings if necessary
- Meet with executive prior to PAC meetings to discuss agenda items if necessary
- Create agenda for meetings
- Forward agenda and minutes to school secretary for email distribution prior to monthly PAC meeting
- Follow up to ensure action items from meetings completed
- Cheque signing
- Ensure projects and spending decisions fit with mandate of the PAC
- Speak on behalf of PAC when necessary at school events such as Welcome To Kindergarten or arrange for other parent to do so
- Volunteer time for PAC/school events such as family dance, Ready Set Learn, Gallery Gala, June picnic
- Start executive nominations for coming year in April

Note – the following responsibilities could shifted to Secretary and/or VP

- Bring agendas and minutes for distribution at PAC meetings
- Arrange caregiving for PAC meetings
- Pick up mail from PAC office weekly
- Send updates to school secretary for newsletter
- Apply for BC Gaming Grant

PAC Secretary Responsibilities

- Record minutes at general and executive meetings
- Distribute meeting minutes in a timely manner
- Meet with executive prior to PAC meetings when necessary
- Keep a copy of the Constitution and Bylaws and submit new copy to the school principal if updated
- Issue and receive correspondence on behalf of the PAC
- Check PAC gmail account and forward pertinent info, delete junk mail or obsolete correspondence
- Keep necessary records of the PAC
- Volunteer time for PAC/school events such as family dance, Ready Set Learn, Gallery Gala, June picnic
- File Annual BC Registry Form with updated Executive info, after the AGM

PAC Treasurer Responsibilities

- Prepare monthly/year-end financial statements and records (use template supplied)
- Reconcile monthly bank statements (use template supplied)
- Report on monthly financial statements at PAC meetings (or pass on to secretary if necessary)
- Prepare books and records for external audit
- Prepare and deposit funds received
- Advise on finances when necessary
- Authorized cheque signer
- Prepare and sign necessary cheques (e.g. childminder at PAC meetings)
- Ensure that another signing officer has access to books in the event of his/her absence (keep in PAC cupboard)
- Prepare cash float for events when necessary
- Meet with executive prior to PAC meetings when necessary
- Attend monthly PAC meetings
- Volunteer time for PAC/school events such as family dance, Ready Set Learn, Gallery Gala, June picnic
- Keep an ongoing record of Gaming Grant Expenditures and copies of all receipts and ensure that the GAS Report is filed on time

PAC Vice Chair Responsibilities

- Attend monthly PAC meetings as much as possible
- Support PAC Chair to help him/her achieve necessary tasks
- Chair meetings in chair's absence
- Meet with fellow executive prior to PAC meetings to help Chair prepare for upcoming monthly meeting when necessary
- Submit updates for school newsletter to school secretary on behalf of the PAC when chair is unavailable
- Liaise with school principal when necessary on behalf of the PAC executive
- Volunteer time for PAC/school events such as family dance, Ready, Set Learn, Gallery Gala, June picnic
- Signing officer
- Submit suggestions/nominations for future PAC executive roles

Note – the following responsibilities could shifted to PAC Secretary or other executive member

- Promote parent involvement at PAC events and solicit volunteers (email contact list, posters, word-of-mouth)
- Post monthly reminder posters and agenda and previous minutes prior to monthly PAC meetings

PAC Volunteer Co-ordinator Responsibilities

- Collate Volunteer information on master list and make specific lists according to event
- Seek out Class Reps
- Help find volunteers for events

PAC Communications Co-ordinator Responsibilities

- Submit biweekly newsletter memo info to the School Secretary
- Update Facebook, Twitter, Bulletin Board, etc on an ongoing basis