**PAC Executive Job Descriptions**

**Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

Any executive position may be shared between two members. In these cases, each member shall have one vote.

**A. The President will**

* convene and preside at all general, special, and executive meetings
* be the official spokesperson on behalf of the Council;
* consult with Council members;
* ensure that an agenda is prepared and sent to members and that minutes are approved circulated as appropriate
* appoint committees where authorized by the membership or executive;
* liaise with special committees as needed and be an ex-officio member of all committees
* ensure that the Council is represented in school and district activities;
* ensure that Council activities are aimed at achieving the purposes set out in the constitution;
* communicate with the school principal on behalf of the Council.
* ensure constitution and bylaws are followed and are reviewed and updated each year.
* be a strong advocate for meaningful parent involvement in the school.
* shall ensure a Nominating Committee is formed prior to each AGM
* be a signing officer;
* submit an annual report.

**B. The Vice-President will**

* support the president;
* assume the duties of the president in the president’s absence or upon request
* assist the president in the performance of his or her duties;
* accept extra duties as required;
* chair the Constitution Revisions Committee
* be a signing officer;
* submit an annual report.
* provide leadership for PAC event planning.

**C. The Secretary will**

* ensure that members are notified of meetings via weekly reminders (to Communications Coordinator)
* distribute agenda and minutes prior to meetings (email via PAC forum)
* record and file minutes of all meetings and ensure they are posted on PAC website;
* post minutes on the PAC bulletin board within two weeks after each general meeting,

and provide minutes to the PAC executive and the principal via email.

* keep an accurate and up to date copy of the constitution and bylaws, and meeting minutes and make copies available to members upon request
* prepare and maintain other documentation as requested by the membership or

executive;

* issue and receive correspondence on behalf of the Council;
* file all committee correspondence received and copies of replies sent
* keep a record of any of the organization’s publications (e.g. leaflets or newsletters)
* ensure safekeeping of all records of the Council;
* may be a signing officer;
* submit an annual report.

**C. Communication Coordinator**

* Liaise with PAC Executive to ensure information is shared with families in a timely manner.
* Assist with development and review of all PAC notices, newsletter and publications.
* Send a draft of weekly reminders to the PAC President for editing and for posting to the PAC email forum each week.
* Update the PAC website including posting meeting minutes, updating monthly meeting dates and events.
* report the activities of the organization and future programs to members, the press and the public.
* Monitor the PAC email account
* Submit an annual report.

**D. The Treasurer will**

* be one of the signing officers
* ensure all funds of the Council are properly accounted for;
* disburse funds as authorized by the membership or executive;
* 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 annual inspection or audit
* with the assistance of the executive, draft an annual budget;
* 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 and draft budget for the following year at the annual general meeting.
* Complete grant applications as required

**E. The COPACS Representative will**

* attend all meetings of COPACS and represent, speak and vote on behalf of the

Council;

* maintain current registration of the Council in COPACS;
* report regularly to the membership and executive on all matters relating to

COPACS (usually at monthly PAC meetings);

* seek and give input to COPACS on behalf of the Council
* receive, circulate, and post COPACS newsletters, brochures, and announcements
* receive and act on all other communications from COPACS
* liaise with other parents and COPACS representatives
* submit an annual report.

**F. Volunteer Coordinator will**

* Maintain a current list of all volunteers
* Promote the involvement of parent volunteers
* Work in collaboration with other event coordinators and relevant committees to ensure adequate volunteer coverage
* Volunteer time is heaviest in September, while getting class rep volunteers organized.
* Assist Vice President in finding leads and volunteers for PAC events

**G. Members-at-Large will (This is an optional position, to be determined by the Executive and may fill role as Grade Five Liaison or other)**

* serve in a capacity to be determined by the Council at the time of election, and at

other times as the Council requires

* may be asked to fill a vacant Council position if required, until an election can take place
* submit an annual report