

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