**PROSPECT LAKE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL**

**DUTIES OF EXECUTIVE AND REPRESENTATITVES**

**PRESIDENT**

The President will:

1. Speak on behalf of the Council;
2. Consult with Council members;
3. Preside at membership and executive meetings;
4. Ensure that an agenda is prepared;
5. Appoint committees where authorized by the membership or executive;
6. Ensure that the Council is represented in school and district activities;
7. Ensure that Council activities are aimed at achieving the purposes set out in the constitution;
8. Be a signing officer; and
9. Submit an annual report.

**VICE-PRESIDENT**

The Vice-President will:

1. Support the president;
2. Assume the duties of the president in the president’s absence or upon request;
3. Assist the President in the performance of his or her duties;
4. Accept extra duties as required;
5. Be a singing officer; and
6. Submit an annual report.

**SECRETARY**

The Secretary will:

1. Ensure that members are notified of meetings;
2. Record and file minutes of all meetings;
3. Post minutes on the parent’s bulletin board two weeks after each general meeting, and give one copy each to the President and Principal of Prospect Lake Elementary School;
4. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;
5. Prepare and maintain other documentation as requested by the membership or executive;
6. Issue and receive correspondence on behalf of the Council;
7. Ensure safekeeping of all records of the Council;
8. May be a signing officer; and
9. Submit an annual report.

**COMMUNICATION AND CORRESPONDENCE SECRETARY**

The Communication and Correspondence Secretary will:

1. Responding to all committee correspondence;
2. Filing all committee correspondence received and copies of replies sent;
3. Keeping a record of any of the organization’s publications (e.g. leaflets or newsletters) and reporting the activities of the organization and future programs to members, the press and the public (unless there is an Information or Publicity Officer); and
4. Preparing a report of the organization’s activities for the year, for the Annual General Meeting.

**TREASURER**

The Treasurer will:

1. Be one of the signing officers;
2. Ensure all funds of the Council are properly accounted for;
3. Disburse funds as authorized by the membership or executive;
4. Ensure that proper financial records and books of account are maintained;
5. Report on all receipts and disbursements at general and executive meetings;
6. Make financial records and books of account available to members upon request;
7. Have the financial records and books of account ready for inspection or audit annually;
8. With the assistance of the executive, draft an annual budget;
9. Ensure that another signing officer has access to the financial records and books of account in the treasure’s absence; and
10. Submit an annual financial statement at the annual general meeting.

**CONFEDERATION OF PARENTS’ ADVISORY COUNCILS OF SAANICH (COPACS) REPRESENTATIVE**

The COPACS Representative will:

1. Attend all meetings of COPACS and represent, speak, and vote on behalf of the Council;
2. Maintain current registration of the Council;
3. Report regularly to the membership an executive on all matters relating to COPACS;
4. Seek and give input to the COPACS on behalf of the Council;
5. Receive, circulate, and post COPACS newsletters, brochures, and announcements;
6. Receive and act on all other communications from COPACS;
7. Liaise with other parents and COPACS representatives; and
8. Submit an annual report.

**MEMBERS-AT-LARGE**

The Members-At-Large will:

1. Serve in a capacity to be determined by the Council at the time of election, and other times as the Council requires; and
2. Submit an annual report.

**ALL EXECUTIVE POSITIONS**

* The executive will hold office for a term of one year beginning July 1st to June 30th
* Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 63 (Saanich) or the Ministry of Education.
* On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.
* Every executive member and representative must act solely in the interests of the parent membership of the Council.
* No person may hold the same executive position for more than two years.