

PAC Executive Positions

President:

- Plans and attends all meetings of the year (4 Executive and 4 General)
- Oversees and plans for the PAC Calendar of Events
- Organizes committees and delegates tasks as required to carry out the business of the PAC
- Oversees subcommittees and assists as needed
- Liaise with school administration on PAC issues and represents parents
- Represents school at school and local events, as required
- Provides content for PAC webpage to school administration for posting
- Communicates with parents via newsletter and emails and social media accounts
- Plans budget with Executive committee
- Signing officer on PAC financial accounts (must be Coast Capital member/able to become one)
- Signs off on Treasurer's reports

Vice President (Can also be combined position with Secretary):

- Supports the President in all facets of their position
- Assists in planning and attends all meetings of the year (4 Executive and 4 General)
- Oversees and plans for the PAC calendar of events
- Organizes committees & delegates tasks as required to carry out the business of the PAC
- Oversees subcommittees and assists as needed
- Liaise with school administration on PAC issues and represents parents
- Represents school at school and local events, if required
- Provides content for PAC to school administration for posting
- Assists with PAC email communication including Social Media accounts (Instagram & Facebook)
- Plans budget with PAC Executives
- Signing officer on PAC financial accounts (must be Coast Capital member/able to become one)

Treasurer:

- Assists in planning and attends all meetings of the year (4 Executive and 4 General)
- Keeps full financial records of the PAC
- Writes cheques, prepares and performs bank deposits
- Prepares budget and financial reports
- Provides a financial account at all PAC Executive and General meetings
- Signing officer on PAC financial accounts (must be Coast Capital member/able to become one)

Secretary:

- Assists in planning and attends all meetings of the year (4 Executive and 4 General)
- Provides copies of the minutes from previous meeting for attendees
- Prepares meeting minutes and posts on PAC bulletin board in a timely manner (including Principal's Report, Budget Report, and any other attachments)
- Forwards minutes to school secretary for posting to school website (including attachments)
- Assists in set up and coordinating PAC meetings
- Assists in keeping updated contact lists for PAC Executives and Volunteers
- Assists with PAC email communication including Social Media accounts (Instagram & Facebook)
- Signing officer on PAC financial accounts (must be Coast Capital member/able to become one)
- Assists with photocopies of PAC correspondence or notices