

Section Ten - Executive officers

10.1 The executive officers may be as listed;

10.1.1 Chairperson

10.1.2 Vice-Chairperson

10.1.3 Secretary

10.1.4 Treasurer

10.1.5 Fundraising coordinator

10.1.6 DPAC representative

10.1.7 Hot Lunch Coordinator

10.2 Standard Officer

This position is voluntary and is not an executive holding position.

10.2.1 DPAC Alternate

- I. A person to act as an alternate should the DPAC rep be unable to attend a DPAC meeting.**
- II. They will sign in as the representative at the meeting and have the power to vote on behalf of the PAC.**

Section Eleven - Duties and responsibilities of the officers

11.1 The Chairperson shall:

- I. Convene and preside at all membership, executive, special and annual meetings.
- II. Ensure that an agenda is prepared and presented for all general and executive meetings.
- III. Know the constitution and bylaws and meeting rules.
- IV. Read a motion put forward, count the show of hands for and against.
- V. Not vote unless required to cast a vote to break a tie.
- VI. Be the official spokesperson for the organization.
- VII. Ensure that the secretary receives a copy of all correspondence directed to the PAC.
- VIII. Attend all PAC meetings.
- IX. Provide input on annual report.
- X. Be a signing officer.
- XI. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization.

11.2 The Vice-Chairperson:

- I. Shall assume the responsibilities of the Chairperson in all cases when the Chairperson is unable to perform and/or fulfill the obligations as stated above.
- II. Shall assist the chairperson as requested.
- III. Shall attend all PAC meetings, or if unable to do so must notify the Chairperson.
- IV. Shall oversee the Standard officer.**
- V. Shall provide input on annual report.
- VI. May be a signing officer.

11.3 The Secretary:

- I. Shall record the minutes of membership, special and executive meetings.
- II. Shall distribute minutes to council members and acting principal by email within 5 days of the meeting.
- III. Shall keep a reconciled file of all previous minutes and correspondence received by the PAC.
- IV. Shall keep a file of yearly reports, committee finds etc.
- V. Shall keep an accurate copy of the constitution and bylaws and if/when changes are made an amended copy is prepared, presented, signed and dated.
- VI. Shall receive a copy of any correspondence received by and/or addressed to the PAC.
- VII. Shall be responsible for any and all clarifications on wording of all motions.
- VIII. Shall attend PAC meetings, or if unavailable shall appoint an alternative.
- IX. Shall keep in a separate format a copy of all motions passed for easy reference.
- X. May be a signing officer.

11.4 The Treasurer:

- I. Shall be responsible for a report on the bank accounts of the PAC as well as the maintenance of the petty cash.
- II. Shall be one of the three signing officers
- III. Shall pay all the authorized disbursements, and reimbursements. Cheques shall be written and delivered within 5 days of Cheque Request Form acceptance. All expenditures over \$100 must be accepted by the PAC, with the exception of Hot Lunch program payments.
- IV. Shall keep an accurate record, as well as all receipts, for monies received and disbursed.
- V. Shall have available a financial statement at each AGM and executive meeting.
- VI. Shall provide an annual year-end financial report.
- VII. Shall present the books at the year-end for audit. Members of the executive will do the audit.
- VIII. Shall set up floats for any school function; collect excess money when needed during functions.

- IX. Shall attend PAC meetings and if unable, shall submit a report to appointed alternate once Chairperson has been notified.
- X. With the assistance of the executives, draft a budget and tentative plan of expenditures as per section 12.
- XI. Shall ensure that another signing officer has access to the books in the event of his/her absence.
- XII. Shall receive, count and deposit all funds received by PAC.
- XIII. Shall give the Secretary a copy of all correspondence initiated by the Treasurer.

11.5 The Fundraising Coordinator:

- I. Shall present fundraising options and/or ideas at PAC meetings for discussion and approval by executives.
- II. Shall coordinate fundraising events and lead parent volunteers.
- III. Shall maintain a fundraising opportunity file.
- IV. Shall keep all information related to fundraising in the PAC binder for future PAC reference
- V. Shall collect order forms from the office and/or divisions.
- VI. Shall check information on said forms.
- VII. Shall check monies against orders and forward monies to the Treasurer.
- VIII. Shall coordinate and organize delivery of fundraising merchandise, sort out order and ensure delivery is made.
- IX. Shall attend PAC meeting or appoint and arrange for an alternate.
- X. May be signing officer

11.6 The DPAC Representative:

- I. Shall ensure that the annual membership registration form is filled out and forwarded to the DPAC prior to cut off date.
- II. Shall attend all DPAC meeting or arrange for an alternate if unable to attend.
- III. Shall seek input and discussion topics to bring forth at the DPAC meetings.

- IV. Shall report to the PAC the meeting findings and discussions held at the DPAC meetings.
- V. Shall attend PAC meetings or appoint and arrange for an alternate.
- VI. May be signing officer

11.7 Hot Lunch Coordinator

- I. Hold a current FoodSafe certificate.
- II. Shall attend PAC meetings or appoint and arrange for an alternate.
Will send a report to secretary when not possible.
- III. Shall organize volunteers for Fun Food.
- IV. Shall determine vendor, product list, dates and cost 3 months
unless not possible
- V. Shall send a list to principal for review, cc chairperson.
- VI. Shall organize order forms for parents with school office.
- VII. Shall tally orders and count money; give to Treasurer for deposit
using deposit form.
- VIII. Shall request vendor cheque payment from Treasurer and remit to
vendor when possible, will ensure receipts are submitted to
treasurer for reimbursement.
- IX. Shall organize the orders and delivery with vendor; – Keep record of
orders.
- X. Shall organize distribution.
- XI. May be a signing officer.

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