



Latimer Road Elementary PAC
PAC Executive Duties

President

- a) Shall convene and preside at all membership, special, and executive meetings.
- b) Shall ensure that an agenda is prepared and presented
- c) Shall appoint committees where authorized to do so by the executive or membership.
- d) Shall take actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- e) Shall be a signing officer.
- f) Shall be an ex-officio member to all committees except the Nominating Committee.

Vice-President

- a) Shall assume the responsibilities of the President in the President's absence.
- b) Shall accept extra duties as required.
- c) Shall be a signing officer.

Secretary

- a) Shall record the minutes of the membership, special and executive meetings.
- b) Shall issue and receive correspondence on behalf of the organization.
- c) Shall supply a synopsis of the minutes for the school newsletter and post the minutes as soon as possible after the meeting on the PAC board.
- d) Shall be a signing officer.
- e) Shall safely keep all records of the Council.
- f) Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made he/she shall record changes to the Constitution and Bylaws in red, and submit a copy to the school board and administration for safekeeping.

Treasurer

- a) Shall be responsible for and report on the accounts of the organization.
- b) Shall be one of the four signing officers of the Executive.
- c) Shall prepare a financial report for each month and present it with the Agenda at the month's meeting.
- d) Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures.
- e) Shall ensure that another financial signing officer has access to the books in the event of his/her absence.
- f) Shall submit a year-end report.
- g) Shall make an application for the yearly gaming grant.

DPAC Representative

- a) Shall keep the DPAC Handbook up to date.
- b) Shall seek input from DPAC
- c) Shall attend DPAC meetings.
- d) Shall report District information to the Executive and shall report to the general PAC meetings as required.

If you have any questions regarding the jobs and positions above and what they entail, please contact latimerroadpac@gmail.com or any of the current executive team.