



## **Duties of PAC Executive**

### **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 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.

If you have any questions regarding the jobs and positions above and what they entail, please contact President Kelly Isaac at [latimerpac@gmail.com](mailto:latimerpac@gmail.com) or any of the current executive team.