

The last GGPAC meeting of the year will be our Annual General Meeting, on Wednesday, May 19th at 7pm via Zoom.

We will summarize the year and hold elections for the 2021/2022 PAC Executive.

Registration link:

<https://us02web.zoom.us/meeting/register/tZErcO2vrzliGt3auHRiiM4GAHuqZnc8s8c->

After registering, you will receive a confirmation email with information on how to join the meeting.

Being a part of the PAC Executive is so much more than fundraising. It's being part of a team who works hard to ensure that all of our children have the best possible educational and social experience in Elementary School.

Without a fully seated PAC we are at a risk of losing our funding.

All positions are available for nominations. President, Vice President, Secretary, Treasurer, Hot Lunch Coordinator and Fundraiser Chair. These positions can be co-chaired if you'd like to put your name forward with someone else to share the responsibilities.

We also have these non-voting positions to be filled - Media Coordinator, DPAC Representative and ER Coordinator.

Please email [ggpac@ggpac.org](mailto:ggpac@ggpac.org) with your nominations. If you have any questions about each position, you can email there as well and we will get an answer to you.

~~~~~  
Description of each role

#### The President

1. Shall convene and preside at all membership, special and executive meetings.
2. Shall, in consultation with the Principal, ensure that the agenda is prepared and presented.
3. May dispense with formal voting procedures on internal matters
4. Shall appoint committees where authorized to do so by the Executive for membership
5. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
6. Shall promote representation to District #36 Parent Advisory Council (DPAC)
7. Shall keep the PAC Handbook up to date.

#### The Vice President

1. Will assume the responsibilities of the President in the President's absence.
2. Will accept extra duties as required.

#### The Secretary

1. Will record the minutes of general membership, special and executive meetings.
2. Will issue and receive correspondence on behalf of the organization.

3. Will ensure that all documents, except documents that are the responsibility of the President or Treasurer, are prepared records and files as required by School District #36 (Surrey), the School Act and/or other legislation. All prepared records are the responsibility of the PAC and will be kept on school grounds for up to 7 years.

#### The Treasurer

1. Will be responsible for and report on the accounts of the organization.
2. Will be one of the signing officers of the Executive as per Section 3.2.16.
3. Will prepare a financial report for publication in the school newsletter as per Section 3.2.16.
4. Will assist the Executive with a tentative plan of expenditures as per Section 3.2.16.
5. The outgoing Treasurer is responsible to complete year end financials within 3 weeks of the fiscal year end.

#### The Fundraising Chair

1. Will be responsible for all fundraising activities on behalf of the PAC.
2. Will ensure that fundraising activities are in accordance with school values.
3. Will assist the Executive with a tentative plan for revenue generation as per Section 3.2.16.

#### Hot Lunch Coordinator

1. Will be responsible for all hot lunch activities on behalf of the PAC.
2. Will ensure that hot lunch activities are coordinated with school staff and calendars.
3. Will assist the Executive with a tentative plan for revenue generation as per Section 3.2.16

#### DPAC Representative

- Attend all meetings of District #36 Parent Advisory Council and represent, speak and vote on behalf of the PAC, maintain current registration of the PAC, report regularly to the membership and executive on all matters relating to the DPAC, seek and give input to the DPAC on behalf of the PAC, receive, circulate and post DPAC newsletters, brochures and announcements, receive and act on all other communications from the DPAC, liaise with other parents and DPAC representatives, follow bylaws and accept other duties as required.

#### Media Coordinator

1. Keeps Facebook Page and group updated
2. Prepares and sends out PAC correspondence via hotlunches.net

#### ER Coordinator

1. Ensures the ER Bin is stocked accordingly
2. Orders ER Kits for new classrooms