

OC PAC President Duties and Responsibilities

- Convene and preside at all General, Special and Executive meetings, unless notice is given to Vice-Chair or other designate
- Ensure an agenda is prepared and presented
- Know the constitution and Bylaws of the PAC
- Appoint committees where authorized to do so by Executive or general membership
- Consult PAC members regularly
- Ensure the PAC is represented in School and District activities
- Ensure PAC activities are aimed at achieving the objectives and purpose of the PAC
- Be the official spokesperson for the PAC
- Be a signing officer
- Submit an annual report
- Keep in contact with the principal regarding school needs and activities
- Be an ex officio member of all committees established by the PAC
- Report at staff meetings as invited
- Arrange for signing authorities to be added at the bank level
- Respond to parent and school emails, phone calls, in a timely manner
- Attend, when possible DPAC meetings with the DPAC Rep.

OC PAC Vice-President Duties and Responsibilities

- Assist the PAC President by accepting when possible delegated responsibilities
- Lead meetings in absence of or at the request of the President
- Participate in executive, general and special meetings and provide input for decisions
- Consult PAC members regularly
- Be an ambassador for the PAC and the school
- Know the constitution and Bylaws of the PAC

OC PAC Treasurer Duties and Responsibilities

- Participate in executive, general and special meetings and provide input for decisions
- Post financial transactions to financial system as they occur throughout the month
- Create treasurer reports for general, executive and special meetings
- Write cheques as needed with supporting documentation
- Make deposits in a timely fashion as needed
- Keep financial transaction forms available for all volunteers
- Preserve financial records, including invoices
- Lead annual budget development
- Present budget to PAC members for approval
- Prepare BC Gaming Grant application annually
- Prepare Annual Gaming Account Report
- Know the constitution and Bylaws of the PAC
- Consult PAC members regularly

OC PAC Secretary Duties and Responsibilities

- Prepare agendas for general, executive and special meetings
- Record and distribute minutes of meetings held by PAC
- Maintain a complete file of approved minutes, agendas and materials distributed at meetings
- Attend executive meetings and participate in discussions and decision making
- Manage communication channels including (not limited to) Newsletters, Emails, Social Media, bulletin boards
- Determine, with executive PAC members, the most appropriate methods and frequency of communicating with PAC members
- Send meeting reminders, announce upcoming events
- Know the constitution and Bylaws of the PAC
- Consult PAC members regularly