



DAVID BRANKIN PAC ANNUAL GENERAL MEETING AND VOTE

Thursday, October 14th at 7:00pm via [Zoom Meeting](#)

The Parent Advisory Council (PAC) will hold its Annual General Meeting on Thursday, October 14th, 2021 at 7pm via virtual meeting on the Zoom platform. The agenda will include adoption of a preliminary budget for the 2021/2022 school year, election of a new PAC Executive by vote, and discussion of plans for the school year.

Call for Nominations

The PAC of David Brankin Elementary is calling for nominations for the positions of **Chairperson**, **Vice Chairperson** or **Co-Chair** (2 people Chair, no Vice Chair), **Secretary** and **Treasurer** for the 2021/2022 school year.

The following members of the current Executive are willing to continue their roles for the upcoming school year. We welcome new voices on the PAC executive and encourage anyone who is interested in taking a more active role to volunteer. Should we have more people volunteer than current positions, more positions will be created within the PAC Executive as per the PAC Constitution and Bylaws.

- Chair: Lisa Rogers
- Secretary: Melissa Lipkowski
- Treasurer: Priyanka Dhall

Nominations for any of these positions may be made by either:

- Attending the Annual General Meeting on Thursday, October 14th at 7pm and nominating someone "in person" during the meeting.
- Proxy vote submitted online at via the [David Brankin PAC AGM Proxy Nomination Form via Google Forms](#) by 6:30pm on Thursday, October 14th.

Please note: All nominees must agree to the nomination and to fulfilling the obligations of the position if they are elected. One vote per parent/guardian, per position listed above. You must be present in the Zoom meeting to vote.

Executive Position Duties:

Chairperson or Co-Chairperson

- 1) Prepare the monthly Agenda for PAC meetings.
- 2) Preside over all general and executive meetings.

Vice Chairperson

- 1) Assume the duties of Chairperson in their absence or in the event of the resignation of the Chairperson.
- 2) Assist the Chairperson, as needed, and perform such duties determined by the executive.

Secretary

- 1) Keep a record of attendance at each meeting.
- 2) Keep minutes of all general and executive meetings.
- 3) Maintain and ensure the safekeeping of all records and documents of the organization, except those required by the treasurer.
- 4) Conduct the correspondence of the organization.

Treasurer

- 1) Keep proper accounting records of all financial transactions of the organization.
- 2) Have all records available for inspection or audit prior to the annual general meeting.
- 3) Report to the executive and members on all accounts of the organization when required.
- 4) Assist the executive in preparing the annual budget.
- 5) Apply for the Gaming Grant.
- 6) Be a signing officer along with one (or two) other executive member (Usually Chair).