



## Ocean Cliff Elementary PAC Call for Nominations

Ocean Cliff Elementary PAC is looking for a new team of volunteers to lead our fundraising, hot lunch, community and school activities for the 2018/19 school year!

***Why is PAC important?*** PAC provides important funding for fine arts programs and presentations, fieldtrips & school busses, the purchase of technology and so much more!!

***What PAC positions are available?*** All PAC Executive Positions are open for any PAC member who wishes to be nominated to run in the election.

***What happens if no one volunteers for the PAC Executive?*** In order to have a PAC there must be 4 elected executive members. If there is no PAC Executive, the PAC is dissolved and all records are turned over to the school principal. Ocean Cliff becomes ineligible for the provincial gaming grant of approximately \$6,000.00 and no longer has the ability to raise funds to supplement the school's operating budget. This means fewer funds are available for the purchase of technologies and classroom items, the cost of field trips increases for students, and, the school is not able to finance special items or events such as a school wide play. Ocean Cliff would also be unable to host community events such as the Fun Fair, Family Dance, and the Spring Fling.

PAC is a vital part of providing funding to enrich our students learning activities and community experiences. Every parent is a member of PAC and no contribution of time is too small to make a difference. Be part of your child's educational career and contribute to our local community with PAC!

Contact the elections office Rebecca Kiesewetter [rebeccakiesewetter@gmail.com](mailto:rebeccakiesewetter@gmail.com) to enter your name to run for a position on PAC!

Sincerely,

The 2017/18 Ocean Cliff Elementary PAC Executive

Nealy Cragg, President

Matt Stacey, Vice President

John Murphy, Treasurer

Rebecca Kiesewetter, Secretary



## PAC EXECUTIVE JOB DESCRIPTIONS

### Executive Positions:

**President:** Consults with council members, presides at membership and executive meetings, ensures that an agenda is prepared, appoints committees where authorized by the membership or executive, ensures that the council is represented in school and district activities, ensures that council activities are aimed at achieving the purposes set out in the constitution, and, is a signing officer.

**Vice President:** Supports the President, assumes the duties of the President in the President's absence, or, upon request, assists the President in the performance of his or her duties, accepts extra duties as required, is a DPAC representative, and, is a signing officer.

**Treasurer:** Is a signing officer, ensures all funds of the council are properly accounted for, disburses funds as authorized by the membership or executive, ensures that proper financial records and books of account are maintained, reports on all receipts and disbursements at general and executive meetings, makes financial records and books of account available to members upon request, has the financial records and books of account ready for inspection or audit annually, with the assistance of the executive, drafts an annual budget, ensures that another signing officer has access to the financial records and books of account in the treasurer's absence, submits an annual financial statement at the annual general meeting.

**Secretary:** ensures that members are notified of meetings, records and files minutes of all meetings, keeps an accurate copy of the constitution and bylaws, and makes copies available to members upon request, prepares and maintains other documentation as requested by the membership, or, executive, issues and receives correspondence on behalf of the council, ensures safe keeping of all records of the council.

### Committee Leaders:

**Hot Lunch Coordinator:** Manages the on line hot lunch ordering system, coordinates with Hot Lunch vendors, organizes volunteers (parent & student) for distributing lunches on Hot Lunch days.

**Fundraising Coordinator:** Organizes committees & volunteers for the Fun Fair and Spring Fling. Oversees and provides support for other fundraising events decided on by the membership.