

# PAC Executive Positions

Position	Responsibilities	Hrs per Month	Additional Details
<b>Chairperson</b>	Point person to ensure PAC runs in accordance with by-laws and includes perspectives of all parents	2	<ul style="list-style-type: none"> <li>- Monitor issues throughout month</li> <li>- Liaise with Principal on issues that arise</li> <li>- Chair monthly meeting</li> <li>- Arrange monthly Agenda</li> </ul>
<b>Vice-Chairperson</b>	Backup for Chairperson	0	<ul style="list-style-type: none"> <li>- Support Chairperson as necessary</li> <li>- Support</li> </ul>
<b>Treasurer</b>	Managed and report finances	3-4	<ul style="list-style-type: none"> <li>- Prepare financial statements</li> <li>- Liaise with bank, make deposits, write cheques</li> <li>- File Annual Applications for Gaming Grant</li> <li>- Monitor Wish List from School</li> </ul>
<b>Secretary</b>	Maintain documentations of meetings	1-2	<ul style="list-style-type: none"> <li>- Type minutes from meetings</li> <li>- Distribute minutes</li> <li>- Submit documentation for posting on school website</li> </ul>
<b>DPAC Rep</b>	Attend Surrey District PAC Meetings	1-2	<ul style="list-style-type: none"> <li>- Report to RH PAC about DPAC items</li> <li>- Assist in Grant Submissions</li> <li>- Liaise with District PAC</li> </ul>