

Each school year the Parent Advisory Committee (PAC) elects volunteers who are interested in being more involved in the school by serving on the PAC Executive. Below are all of the positions available!

If you would like to nominate someone, or yourself, for a position, please email info@sullivanpac.com with the following information before midnight, June 1st, 2021:

- Your name
- PAC position
- Person who you are nominating for that position
- Email address of the person being nominated

PAC AGM will be held on Zoom on June 8th - If more than one individual is nominated for a position voting will take place by 'virtual' secret ballot voting.

PAC Executive Positions & Duties

PAC President:

- Be a parent and/or legal guardian of a child at Sullivan Elementary.
- Convene and preside at meetings, unless notice is given to the Vice-President or other designate.
- Know the Constitution and Bylaws of the PAC
- Appoint committees where authorized to do so by the Executive or General membership
- Consult PAC members regularly
- Ensure that the PAC is represented in School and School District activities.
- Ensure that the 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.
- Along with the PAC Secretary, issue, receive and file correspondence on behalf of the PAC
- Encourage attendance of both Executive and General membership at the School Board meetings.
- Be a member of all committees established by the PAC.
- Report at staff meetings if invited.
- Arrange for the signing authorities to be added at the Bank level.

PAC Vice-President:

- Assume responsibilities of the President in the President's absence or upon request
- Assist the President in the performance on his/her duties
- Be a signing officer.
- Know the constitution and Bylaws of the PAC
- Act as President of the Dispute Resolution Process
- Ensure that all Executive members and Committee Coordinator/Chair sign the Statement of Understanding

- Provide support and assistance to other Executive members and Committee Coordinators as necessary.
- Maintain an up-to-date volunteer book/database and draw upon those volunteers among others, as needed for PAC functions and meetings.

PAC Secretary:

- Record the minutes of the General, Special and Executive Meetings.
- Keep an accurate and up to date copy of the Constitution and Bylaws and have copies available for Executive members and General members upon request.
- Know the Constitution and Bylaws.
- Know Robert's Rules of Order (procedures to ensure that meetings are fair, efficient and orderly)
- Along with the President, issue, receive, and file correspondence on behalf of the PAC.
- Be the fourth signing officer, if possible.
- Safely file all minutes/records of the PAC in the filing cabinet at the school, including submitted committee minutes. This can include electronic files. Make copies of minutes/records available to all PAC members upon their request and/or post them on the school website once approved to make the accessible to all members.

PAC Treasurer:

- Be a signing officer.
- Know the Constitution and Bylaws of the PAC.
- Be familiar with, follow and encourage others to follow all Cash Handling Procedures
- Disperse funds authorized by the Executive or passed by a vote at a PAC General Meeting.
- Maintain an accurate record of all expenditures of the PAC, as well as a year to year, Asset Accrual Statement
- Give report of receipts and expenditures at General Meetings when requested
- Work with Event/Committee Chair to present final Annual Committee Reports
- Ensure that all funds collected on behalf of the PAC are deposited in an account at a recognized financial institution approved by the PAC.
- Make books available for viewing by all members upon request.
- Have the books ready for inspection or audit annually.
- With the assistance of the Executive, draft an Operating Budget and Tentative Plan of Expenditures
- Ensure that another signing officer has access to the books in the event of his/her absence
- Submit a Year End Report

District PAC Representative:

- Know the Constitution and Bylaws of the PAC
- Be a strong advocate for meaningful parental involvement in the School and in the development of the School Plan.
- Request direction from the General PAC membership
- Represent and speak on behalf of the PAC at DPAC meetings
- Report back to the PAC at the General Meetings.
- May appoint an alternate representative from the executive to any DPAC meetings when unable to attend such meetings.

Directors at Large:

- Know the Constitution and Bylaws of the PAC
- Be willing and able to fulfill the duties of another executive position as needed.
- Commits to attend General Meetings.
- Aid the other Executive members in duties as requested.

Non-Executive positions

Communications Coordinator:

- Communicate meeting dates and other PAC-related information to Sullivan Elementary families
- Assist in managing the Sullivan Elementary Parents Facebook page membership requests
- Assist the PAC Executive in communicating information between meetings, when needed
- Receive and relay messages through the general PAC email address.