

H.T. THRIFT

THUNDERBIRDS

PAC Executive

The Secretary may

- ensure that members are notified of meetings
- record and file minutes of all meetings
- keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- prepare and maintain other documentation as requested by the membership or executive
- issue and receive correspondence on behalf of the council
- ensure safekeeping of all records of the council
- may be a signing officer
- submit an annual report

If you are interested in this voluntary position, please submit a bit of your background and why you are interested in this role to htthrift@surreyschools.ca for parents to learn about you by December 11th. Candidate profiles will be available of the school web site.