

Dear Parents/Guardians of students at Kennedy Trail Elementary,

THE PAC NEEDS YOU!!

There are only 2 active members on the PAC (Parent Advisory Council) and this is our last year. To continue, the PAC needs a minimum of two (preferably three) elected Council Members.

President - Required

Treasurer - Required

Secretary – Optional (Highly recommended)

Candidates must be willing to:

Attend Coast Capital Savings (Sunshine Hills Branch) in person with two pieces of Photo ID to become Signatories on the PAC Accounts.

Run/Attend at least One PAC Meeting to elect the Council.

Issue PAC Meeting Minutes with election results.

Complete and file the BC Gaming Grant Application in April (\$20 per student – by far our largest source of funding)

Complete and file the BC Gaming Grant Summary Report Form between July 1 – Sept 30th.

Sign cheques for Field Trips, etc. as required.

Run fundraisers (Hot lunches, 'Family Photo Night', movie nights ect...Your ideas are Welcome!)

Run the Watermelon Station on Sports Day.

Each year the PAC provides the Grade 7 Graduation Medals, Classroom funds for non-instructional materials like take home books and art supplies, Watermelons on Sports Day and Field Trip Funding. Without an active PAC, the students will loose out on all of this.

This year's PAC Meeting will be on Tuesday November 26 after school (2:30pm) in the room across from Main Office. If you are able to Volunteer for a Council position, or a fundraiser, we would love to see you there.

ALL of the kids suffer if there is no PAC.

Regards.

Dawna Demayo & Tom Stone

PARENT ADVISORY COUNCIL

DUTIES OF THE ELECTED MEMBERS

1. CHAIRPERSON

- Consult with the Principal regarding PAC meetings and calendar of events
- Call and chair all meetings
- Draft newsletters to be sent to parents/guardians
- Invite guest speakers to PAC meetings
- Visit school regularly and check mail
- Make sure each committee is meeting its objectives
- Be one of the financial signing officers
- Maintain open and continual communication with Principal and PAC members

2. VICE- CHAIRPERSON

- Act in the Chairperson's position in his/her absence
- Assist the Chairperson
- Inform members about meetings and make sure quorum requirements are met
- Encourage attendance at School District meetings
- Assist the Executive members
- May be one of the financial signing officers

3. SECRETARY

- Assist Chair in setting agenda for meetings
- Keep an up-to-date record of Executive members names and phone numbers
- Keep safe all records and documents of the PAC
- Help the Chairperson with the newsletters
- Keep a copy of "Robert's Rules of Order"
- Keep a copy of the Constitution and Bylaws
- Assist in keeping correspondence for the PAC
- Take attendance at meetings and take accurate minutes (find someone to take in your absence)
- After meetings, provide copies of the minutes
- May be one of the financial signing officers

4. TREASURER

- Keep an accurate record of all receipts and expenses
- Count & deposit all funds in the bank & disperse funds as necessary (including petty cash)
- Give reports of all receipts, expenses and account balances
- Be one of the financial signing officers
- Have the books ready for inspection and annual audit
- Present year-end financial statements
- Make sure another signing officer has access to financial information in his/her absence
- Assist the PAC Chair with drafting a budget
- Reconcile and save all bank statements
- Bring bank statements and ledger to all meetings

5. DISTRICT PAC (DPAC) REPRESENTATIVE

- Make sure Riverdale parents/guardians have a voice at the district level
- Make sure that Riverdale is registered with DPAC
- Attend DPAC meetings and report back to the PAC

DUTIES OF NON-ELECTED MEMBERS

1. FUNDRAISING COORDINATOR

- Assist PAC Executive in choosing, organizing and running various fundraising events

2. HOT LUNCH COORDINATOR

- Plan and organize school district approved hot lunch fundraisers
- Consult with Executive members and admin staff to create schedules of events and with the School Lunch Program Coordinator to organize student lists
- Help organize volunteers to help on hot lunch Day

3. SUNSHINE COORDINATOR

- Spread appreciation and gratitude throughout the school and community
- Send thank-you cards and organizing special appreciations
- Bring snacks and setting up beverages for PAC meetings
- Organize the teacher appreciation luncheon in May

4. SOCIAL MEDIA COORDINATOR

- Write posts for and manage PAC Group Facebook Page
- Reply to posts from parents on the site

5. GRANTS COORDINATOR

- Sort through and finds eligible grants
- Writes grant applications and make requests for corporate donations.

6. PLAYGROUND COMMITTEE COORDINATOR

- Discuss playground proposals
- Narrow down equipment for the playground
- Work with the school principal and chosen distributor to finalize the purchase and installation of the new playground.