

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.