

The main responsibility of PAC is to **be a POSITIVE ambassador for the school**

The **CHAIR** will:

- Speak on behalf of and consult with the Council members
- Preside at membership and executive meetings
- Ensure that the Council is represented in school and district activities
- Maintain impartiality by not participating in any voting at a general meeting while acting as Chair
- Know where to find resources to assist members and present all correspondence at meetings
- Ensure that activities are regularly reported to the members and submit an annual report

The **VICE-CHAIR** will:

- Support the Chair and assist the Chair in the performance of its duties
- Assume the duties of the Chair when absent or upon request

The **SECRETARY** will:

- Ensure that members are notified of meetings
- Record, present and file minutes of all meetings
- Prepare and maintain other documentation as requested by the membership or executive

The **TREASURER** will:

- Be one of the signing officers
- Ensure all funds of the Council are properly accounted for
- Ensure that proper financial records and books of account are maintained
- Present a statement on all receipts and disbursements at general and executive meetings
- Have the financial records and books of account ready for inspection or audit manually with the assistance of the executive, draft an annual budget
- Submit an annual financial statement at the annual general meeting

The **DistrictPAC** Representative will:

- Attend all meetings of the DPAC and represent, speak and vote on behalf of the Council
- Report regularly to the membership and executive on all matters relating to the DPAC
- Seek and give input to the DPAC on behalf of the Council
- Receive and act on all communications from the DPAC
- Liaise with other parents and DPAC rep's

The **MEMBERS at LARGE** (Directors) will:

- Serve in a capacity to be determined by the Council at the time of election and at other times as the Council requires

The **SCHOOL PLANNING COUNCIL** (SPC) will:

- Attend all meetings of the school planning council
- Represent, speak and vote on behalf of the Council at SPC meetings
- Be strong advocates for meaningful parent involvement in the school and school planning