



Peachland Elementary School PAC

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PLE PAC EXECUTIVE – *Enriching Student Experiences*

The Peachland Elementary School PAC is made up of ALL the Parents/Guardians of students in the school. Involvement in the PAC is as easy as attending meetings and contributing ideas, volunteering for events, or helping out with administrative tasks on the team.

The Executive team offers opportunities to be more hands-on in decision-making and facilitation of activities throughout the school, and in supporting the school's staff in delivering exceptional learning and educational experiences for our kids.

Being a part of the Executive team doesn't mean you need to give up time you don't have – we get it, everyone is BUSY! Commitment, whether time or energy, is in the hands of its members, and every little bit is a bonus to the organization. If you are considering being a part of the team and making a difference in the lives of students at the school, the PAC Executive would be thrilled to have you!

The following positions are part of the PAC Executive, and job descriptions are listed below:

PAC President

- ✓ Calls and Chairs Executive and PAC meetings.
- ✓ Works with the Secretary to prepare each meeting's Agenda.
- ✓ Meets with the school Principal on a monthly basis.
- ✓ Is the Official Spokesperson for the organization.
- ✓ Is the Chief Delegator and Team Cheerleader, ensuring the objectives of the organization are met and the team stays engaged and inspired.
- ✓ Is a Signing Officer.
- ✓ Understands PAC protocols, Constitution and Bylaws, and offers information and support to the parent community.
- ✓ Oversees and appoints special committees as needed to carry out PAC business.

PAC Vice President

- ✓ Assumes the duties of the President in their absence.
- ✓ Helps coordinate any social event help on behalf of the PAC, including the Teachers Luncheon, 1st Day of School Parents Gathering, Carnival, etc.
- ✓ Is a Signing Officer.

PAC Secretary

- ✓ Records the minutes of all executive, general and special meetings.
- ✓ Prepares meeting minutes for review and distributes them to PAC through website.
- ✓ Files the original copy of the minutes in the official Council record binder.
- ✓ Issues and receives correspondence on behalf of the Council.
- ✓ Keeps a current copy of the Constitution and Bylaws and submits updated copies to the DPAC office for safe keeping and reference.
- ✓ Ensures safe keeping of all records of the Council.
- ✓ Creates any communications assets, including flyers, marketing documents, graphics, etc. and distributes them through various outlets (posting at school, website, Facebook page).

PAC Treasurer

- ✓ Keeps an accurate and current record of all receipts and expenditures of the Council. Reconciles monthly Bank statements.
- ✓ Assesses all financial undertakings to ensure they are within the annual budget.
- ✓ Ensures expenditures have the proper authorization and are backed by detailed receipts and invoices.
- ✓ Prepares a written financial report for presentation at each Council meeting. Responsible for issuing receipts and the prompt deposit of all monies past to the Council. Also refer to Section XV Finances.
- ✓ Is a Signing Officer.
- ✓ Ensures all bills are paid promptly.
- ✓ Drafts an annual budget with the assistance of the PAC President.
- ✓ Maintains all financial records as stipulated by BCCPAC.

PAC Hot Lunch Coordinator

- ✓ Oversees the PLE Hot Lunch Program strategy and delivery.
- ✓ Seeks out possible suppliers/school lunch providers.
- ✓ Sets dates and order schedule (average one per week).
- ✓ Prepares order forms.
- ✓ Counts orders.
- ✓ Purchases any extras - sides or options other than from the main provider.
- ✓ Organizes and/or prepares food for delivery.
- ✓ Organizes volunteers on Hot Lunch Day.
- ✓ Counts all monies and prepares report for Treasurer.

PAC Fundraising Coordinator

- ✓ Proposes fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures.
- ✓ Coordinates all activities related to a fundraising event and act as liaison between the fundraising committee and the Council Executive.
- ✓ Maintains a record of fundraising projects, suggestions for improvement and future events.
- ✓ Makes sure all accounting and proper reporting to Treasurer is complete post event.

Executive members are expected to be available twice a month, once for the monthly PAC meeting which will take place on the second Friday of every month at 8:45 am, and for a planning session prior to the PAC meeting. Time commitment beyond this varies and is flexible in relation to the availability of team members. Any support allows the ongoing success of the organization!

Many Executive activities can be completed and managed outside of school hours.