



Claremont PAC
Position Descriptions
April 2012

PRESIDENT

- preside at all CPAC meetings, unless delegated.
- ensure an agenda is prepared and presented.
- be one of the signing officers.
- be the official spokesperson for CPAC, unless delegated.
- ensure actions are taken to achieve the objectives and purposes of CPAC.
- appoint committees where authorized to do so by the Executive Officers or the Membership.
- review and approve all communication forwarded to parents via email, website, and newsletter.
- submit an annual report at the AGM.
- ensure all relevant information is passed on to the succeeding President.

Estimated Monthly Time Commitment: on average approximately 3 hours per month

Special Skills Required: none

VICE-PRESIDENT

- assume the responsibilities of the President in his/her absence.
- assist the President in his/her duties.
- ensure the Nominating Committee is formed at least two months prior to Annual General Meeting.
- be one of the signing officers.

Estimated Monthly Time Commitment: on average approximately 2-3 hours per month

Special Skills Required: none

TREASURER

- maintain an accurate record of all expenditures of CPAC.
- receive all monies for CPAC.
- disburse funds as directed by the Executive Officers or Members.
- be one of the signing officers.
- prepare a financial report for the Annual General Meeting each school year.
- prepare annual Gaming Application and Annual Gaming Expenditure Reports
- prepare and present a Treasurer's Report to all members at each general meeting
- ensure all relevant information regarding this position is passed on to the succeeding Treasurer.

Estimated Monthly Time Commitment: on average approximately 1 1/2 hours per month - depends on choice between using a bookkeeping package, or excel spreadsheet. Months when no meetings are held, there is generally nothing to prepare. Cheques written for gaming commitments are usually only written a few times as school accountant batches invoices together. Gaming funds are deposited automatically. No fundraising is done at this time so there are no other deposits to be made.

Special Skills Required: General understanding of balancing a bank account and presentation of financial statements. Knowledge of rules and regulations governing the gaming fund would be an asset, but can be learned.



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SECRETARY

- keep accurate and official minutes of all CPAC and Executive meetings.
- distribute minutes to Executive Officers
- ensure minutes of all meetings are posted on CPAC website at least 5 business days prior to subsequent meetings.
- keep an accurate copy of the CPAC Constitution and Bylaws and ensure the School has a current copy.
- ensure all minutes of the school year are collected and filed at end of his/her term.

Estimated Monthly Time Commitment: on average approximately 3 hours per month

Special Skills Required: computer skills sufficient to take minutes and format agendas and distribute them electronically

COMMUNICATIONS COORDINATOR

- administer or coordinate administration of parent contact list and PAC page of school website
- post on school website CPAC meeting minutes, messages to parents and other correspondence
- as directed by the Executive, distribute email to parents on the PAC contact list.

Estimated Monthly Time Commitment: on average approximately 5 hours per month

Special Skills Required: Internet connection and ability to update website (simple, straightforward)

DPAC REPRESENTATIVE

- Shall attend regular monthly COPACS/DPAC meetings or arrange for alternate when possible.
- Shall report back to CPAC and seek input for CPAC
- Shall ensure all relevant information regarding this position is passed on to succeeding DPAC Representative.
- Shall manage BCCPAC membership and matters pertaining to BCCPAC membership.
- Shall deal with matters relating to BCCPAC.

Estimated Monthly Time Commitment: on average approximately 2-3 hours per month

Special Skills Required: None

MEMBERS-AT-LARGE

- Shall serve in a capacity to be determined by CPAC at the time of their election and other times throughout their tenure as the needs of CPAC might require.

Estimated Monthly Time Commitment: on average approximately 1-2 hours per month

Special Skills Required: None



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SCHOOL PLANNING COUNCIL REPRESENTATIVE

- Shall be one of the three elected SPC representatives
- Shall represent and speak on behalf of CPAC at SPC meetings
- Shall seek direction from the general Association meetings
- Shall report back to the CPAC at general meetings

Estimated Monthly Time Commitment: on average approximately 1-2 hours per month. May be required to attend a few meetings per school year during the school day or immediately before/after school.

Special Skills Required: None