**Hello, and Welcome to Royal Oak PAC Executive Position description!!**

EXECUTIVE POSITIONS AND REPRESENTATIVES POSITIONS AVAILABLE FOR 2019/2020 SCHOOL YEAR:

**A. The President:**

**B. The Vice-President:**

**C. The Secretary:**

**D. The Treasurer:**

**E. The COPACS Representative: filled**

**F. Volunteer Coordinator:**

**G. Communication Coordinator**: **filled**

**H. Members-at-Large:**

**1- Hot Lunch Program for kids in needs - filled**

**2- Grant Writing and Applications -**

**3- Grade Eight Year end Celebration Coordinator**

**4- Country Grocer Receipts**

**5- Thrifty Foods Smile Card Program filled**

**6- Fundraiser Co-ordinators (2 or more)**

Please see description of the Executive Positions duties below

**Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

**A. The President will:**

* convene and preside at all general, special, and executive meetings;
* be the official spokesperson on behalf of the Council;
* consult with Council members;
* ensure that an agenda is prepared and sent to members and that minutes are approved circulated as appropriate;
* appoint committees where authorized by the membership or executive;
* liaise with special committees as needed and be an ex-officio member of all committees;
* ensure that the Council is represented in school and district activities;
* ensure that Council activities are aimed at achieving the purposes set out in the constitution;
* communicate with the school principal on behalf of the Council;
* ensure constitution and bylaws are followed and are reviewed and updated each year;
* be a strong advocate for meaningful parent involvement in the school;
* ensure a Nominating Committee is formed prior to each AGM;
* be a signing officer

**B. The Vice-President will:**

* support the President;
* assume the duties of the President in the President’s absence or upon request;
* assist the president in the performance of his or her duties;
* accept extra duties as required;
* chair the Constitution Revisions Committee;
* be a signing officer;
* Provide leadership for PAC event planning.

The role of President and Vice President may be combined and shared between two (2) Co-Presidents. Each Co-President shall have one vote.

**C. The Secretary will:**

* record and file minutes of all meetings and ensure they are posted on PAC website;
* post minutes on the parents’ bulletin board two weeks after each general meeting,

And give one copy each to the PAC President and the Principal;

* keep an accurate and up to date copy of the constitution and bylaws, and make copies available to members upon request;

**D. The Treasurer will:**

* be one of the signing officers;
* ensure all funds of the Council are properly accounted for;
* disburse funds as authorized by the membership or executive;
* ensure that proper financial records and books of account are maintained;
* report on all receipts and disbursements at general and executive meetings;
* make financial records and books of account available to members upon request;
* have the financial records and books of account ready for annual inspection or audit
* with the assistance of the executive, draft an annual budget;
* ensure that another signing officer has access to the financial records and books of account in the treasurer’s absence;
* Submit an annual financial statement at the annual general meeting.

**E. The COPACS Representative will:**

* attend all meetings of COPACS and represent, speak and vote on behalf of the

Council;

* maintain current registration of the Council in COPACS;
* report regularly to the membership and executive on all matters relating to

COPACS (usually at monthly PAC meetings);

* seek and give input to the COPACS on behalf of the Council;
* receive, circulate, and post COPACS newsletters, brochures, and announcements;
* receive and act on all other communications from COPACS;
* liaise with other parents and COPACS representatives;

**F. Volunteer Coordinator will:**

* maintain a current list of all volunteers;
* promote the involvement of parent volunteers;
* work in collaboration with other event coordinators and relevant committees to ensure adequate volunteer coverage;
* Assist Vice President in finding leads and volunteers for PAC events.

**G. Communication Coordinator** **will:**

* liaise with PAC Executive to ensure information is shared with families in a timely manner;
* assist with development and review of all PAC notices, newsletter and publications;
* update PAC website including posting meeting minutes, updating monthly meeting dates and Events;
* report the activities of the organization and future programs to members, the press and the public;

**H. Members-at-Large will:**

 **1 Hot Lunch Program for kids in needs**

* prepare lunch for kids once a week
* provide vegetables and fruits

**2 Grant Writing and Applications**

* Grant writing to pursue school grants opportunities.
* work with The Principle and the staff to find the most suitable grants for the school

**3 Grade Eight Year End Celebration Co-ordinator**

* Coordinate volunteers for the year end celebration
* Help with grade eight fundraising for yearend celebration
* Work with the grade eight staff and students for the grade eight farewell
1. **Country Grocer Receipts**
* Tally up receipts
* Submit them to Country Grocer to receive gift cards
1. **Thrifty Foods Smile Cards**
* Distribute cards to all grade 6 students
* Apply for the smile card program yearly
* Return any unused cards to Thrifty
1. **Fundraiser Co-ordinator (2 or more)**
* Organize with President and executives the welcome back BBQ
* Organize Purdys fundraiser (Christmas & Easter)
* Organize Save Around Coupon Books/Online
* Organize School Supplies
* Organize fundraiser events