

JAMES HILL ELEMENTARY PAC

DUTIES OF THE ELECTED OFFICERS

PRESIDENT:

- The President shall convene and preside at all general, special and executive meetings.
- Shall ensure that an agenda is prepared and presented.
- Shall be one of three financial signing officers.
- Shall allow input from the membership.
- May dispense with formal voting procedures on internal matters.
- Shall appoint committees where authorized to do so by the executive of membership.
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- Shall ensure representation to District #35 DPAC meetings.

VICE-PRESIDENT:

- Shall assume the responsibilities of the President in the President's absence.
- Shall accept extra duties as required.

SECRETARY:

- Shall record accurate minutes of the general, special and executive meetings.
- Shall distribute and receive correspondence on behalf of the organization.
- Shall make available, on request, to any member of the PAC, a copy of the Constitution and Bylaws.
- Shall assist the President as needed with the preparation and delivery of monthly agendas and newsletters.
- Shall publicly post minutes of each meeting on the PAC board.
- Shall be the keeper of all electronic notices and information to be passed along to the next PAC members.

TREASURER:

- Shall maintain an accurate record of all income and expenditures of the organization.
- Shall be one of three signing officers.
- Shall receive and deposit all monies collected on behalf of the organization in an account at a recognized financial institution.
- Shall disburse funds as authorized by the general membership.
- Shall prepare and make available a financial report for each meeting.
- Shall assist the executive with a draft budget and tentative plan of expenditures.
- Shall present at the Annual general Meeting a financial report detailing actual and expected income and expenditures for the current year.
- Shall provide and publish a financial report detailing actual income and expenditures for the fiscal year in the September newsletter.

- Shall ensure that another financial signing officer has access to the financial records.
- Shall ensure application of the Gaming Grant from the BC Gaming Commission and will file year end summaries.

REPRESENTATIVE TO LANGLEY DISTRICT PARENT ADVISORY COUNCIL (DPAC):

- Shall keep the "DPAC" Handbook up to date.
- Shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate.
- Shall report District information to the Executive and at the general meeting as required.

HOT LUNCH CO-ORDINATORS:

- Shall co-ordinate the school food program.
- Shall be responsible for the collection of monies received from the food events
- Shall turn over all money to the Treasurer.
- Shall be responsible for ordering and buying the supplies.
- Shall be responsible for providing refreshments as necessary at the school functions.

FUNDRAISING CO-ORDINATORS:

- Shall be responsible for organizing fund-raising activities.
- Shall present all fund-raising ideas to the Executive and then approved by a majority at a general meeting.
- Shall turn over all funds collected through fundraising activities to the Treasurer.

ROOM PARENT CO-ORDINATOR:

- Shall be responsible for assigning a room parent for every division of the school.
- Shall be responsible for co-ordinating volunteers for school functions.
- Shall assist the staff with placement of classroom volunteers if required.
- Shall assist Hot Lunch Coordinators with volunteers for each class.

SUNSHINE PARENT:

- Purchase gifts, cards, etc., as directed by the Executive Committee as a greeting, thank you, remembrance, etc. on behalf of the PAC.
- Co-ordinate activities on behalf of the PAC which will enhance the spirit among the students, teachers, and parents of James Hill Elementary School.

Emergency Preparedness Coordinator:

- Work with the Principal to make sure the natural disaster emergency supplies are stalked up and food is not expired.
- [Link](http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/safe-caring-and-orderly-schools/emergency-management-planning-guide) to on line Province of BC Emergency Management Planning Guide pdf

<http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/safe-caring-and-orderly-schools/emergency-management-planning-guide>

Fruit & Vegetable Coordinator:

- 13 times throughout the school year fruits and vegetables will be delivered to the school to be distributed to each student.
- BC School Fruit and Vegetable Nutrition Program administered by the BC Agriculture in the Classroom Foundation.
- A parent is required to wash, sort and deliver the fruit or vegetables to the classrooms.
- Visit the School District 35 website to learn more.
- <http://www1.sd35.bc.ca/district/healthyschools/default.aspx?id=32>

Care & Goodwill Coordinator:

- Keep track of staff meetings and provide a snack for teachers
- If a family at the school has had a traumatic event, organize meals to help out.
- Collect and track volunteers who wish to help out with cooking etc. and communicate with them.

KLM Club Coordinator:

- Schedule and run KLM club after school once or twice a week when weather is agreeable.
- Students run around back field and are given a popsicle stick each time they complete a lap around the field.
- At the end of the run the sticks are collected and the number of laps per child is recorded.
- Generally a treat of some kind (gummy bear) is given for each lap completed.
- The total distance run for the year is tallied up and ribbons are given out at the end of the year.