



May 1, 2023

Dear Parents and Guardians,

We would like to take this opportunity to invite you out to our Annual General Meeting, Wednesday May 24th at 6:30 pm. We will hold elections at the beginning and then continue on to have our regular monthly PAC meeting. Please find attached a copy of PAC job descriptions, as well as a nomination form.

It's much more than fundraising! The PAC is a vital part of our school and the time commitment is probably less than you think. Our PAC is well organized and has been operating smoothly for many years; stepping into a position does not take a lot of preparation. Terms are for one year, with a maximum of three years in an executive position. We need your help! Repeat volunteers have held several of our positions and we would love to see some new faces getting involved. Many of our Executive and Committee positions can be done at home in the evenings. If you are interested in helping out please complete the form attached. Thank you in advance for helping keep Coghlan a great school for our children.

What is the Coghlan PAC Parent Advisory Committee (PAC)?

The PAC is made up of parents/guardians or community members who have had or have children attending Coghlan Fundamental Elementary School (CFES). We are a group of parent/guardians who meet monthly to plan events in partnership with the staff of CFES, make decisions on where PAC money should be spent, and address the concerns or questions regarding CFES as it relates to the PAC constitution. Has your child benefitted from the empowering guest performances, fun food lunches, and the use of technology or bus trips? These are a few of the areas where the PAC has had direct involvement.

Why would I come to a PAC Meeting and/or get involved?

Those who attend PAC Meetings have the opportunity for direct discussion on school related matters and to vote on any motions presented. PAC is continually looking for new ideas and innovative strategies to better assist our children with their learning and educational experience.

You do not need any previous experience to be on PAC, just the ability to commit some time to attending meetings and playing an active role at your child's school. CFES values a philosophy based on parent/guardians as partners. The PAC endorses the effectiveness of the school by promoting the involvement of parents and supports the Fundamental philosophy of a choice school. The bottom line is that without parent/guardian to run the PAC, our kids will miss out on great educational opportunities. All PAC positions are open for nominations each year and a person cannot hold an Executive position for more than three years.

The PAC's purpose is:

- ◆ To advise the principal and staff on parental views about school programs, policies and activities.
- ◆ To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
- ◆ To assist parents in accessing the system, and to advocate on behalf of parents and students.
- ◆ To organize PAC activities and events
- ◆ To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
- ◆ To support the Fundamental Alternate Program.

If you have any questions, please contact me.

Thank you,

Brittany Adair

Past PAC President

britadair@me.com

**Coghlan Fundamental Elementary School
PAC Nomination Form 2023-2024**

Our AGM will be held on Wednesday May 24th at 6:30pm. Meeting will be held in the school library. Please RSVP with this form. We will be holding our elections for PAC positions for the 2023/2024 school year at this meeting. If you are interested in any of these positions please complete this form and return it to Mrs. Laycock, the school secretary. Nominations will be accepted up until 3 pm, day of. You must be in agreement to let your name stand for and be voted into a position. Voting of members on all matters must be given personally at the AGM. Voting by proxy shall not be permitted.

This is a call for nominations to PAC positions for the 2023/2024 school year. Voting will happen at the May 24th PAC Meeting. Our PAC Constitution contains the details of the positions and is posted on our website.

ALL PAC POSITIONS ARE OPEN TO NOMINATIONS EACH YEAR.

Executive Positions are as follows:

PAC President	PAC Vice President	Treasurer
Secretary	District PAC	School Board Liaison
Volunteer Coordinator	Fundraising Coordinator	Members at Large (6)

Committee Coordinators are as follows:

Fun Food	Special Event Fun Food	Yearbook
Emergency	Safety	Fruit & Veggie Program
Bookfair	PAC Newsletter/Website/Facebook	

Nomination Form - Coghlan Fundamental Elementary School PAC Executive 2023/2024

Name: _____ Contact info: _____

☐ I allow my name to stand, for the position of: _____

☐ I hereby nominate; _____ Phone: _____

For the position of _____

*The nominee must confirm their acceptance of the nomination to the Election Chairperson prior to the AGM, in person at the meeting, or by phone call during the meeting.

☐ I would like to attend the AGM on May 24th

☐ I will not be attending the AGM on May 24th

If you have any questions, please contact Brittany Adair, Past PAC President - britadair@me.com

Executive Positions Explained:

1.1. Executive Officers

Elected officers should include the following:

- President
- Vice-President
- Secretary
- Treasurer
- Representative to the District Parent Advisory (DPAC)
- Volunteer Coordinator
- Fundraising Coordinator
- Up to Six (6) additional Members at Large
- Past President
- Plus any additional as per *Section 7.1.1*

1.2. Roles and Responsibilities of Officers

1.2.1.1. The elected Executive shall consult with, take direction from and represent all parents/families of the school. The Executive shall work as a team to ensure PAC purposes are achieved.

1.2.1.2. All officers are expected to attend all Executive, Monthly PAC meetings and Special Meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct.

1.2.1.3. If an Executive member is unable to attend, they should inform the President prior to the meeting.

1.2.1.4. Each Executive position shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

All executive positions shall be voting positions except that the President shall be entitled to vote only in the event of a tie.

1.2.2. President

- 1.2.2.1. shall convene and preside at all membership, special, and executive meetings
- 1.2.2.2. shall ensure that an agenda is prepared and distributed within two to five (2-5) days prior to the Monthly PAC meeting
- 1.2.2.3. shall allow input from membership and may dispense with all formal voting procedures on *internal* PAC matters.
- 1.2.2.4. shall appoint committees where authorized to do so by the Executive or Membership
- 1.2.2.5. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- 1.2.2.6. shall be a non-voting ex-officio member of all committees and they will not be a member of the Nominating Committee
- 1.2.2.7. shall be a signing officer
- 1.2.2.8. shall submit at the Annual General Meeting an Annual Report including a Financial Statement
- 1.2.2.9. shall be the official spokesperson for the organization
- 1.2.2.10. shall ensure representation to District PAC meetings
- 1.2.2.11. may, in consultation with the Executive, or upon recommendation of the general membership appoint a representative to outside organizations for set purposes. Guidelines for such representation shall be established by the Executive
- 1.2.2.12. shall ensure the draft meeting minutes are prepared and distributed within fourteen (14) days after the Monthly PAC meeting
- 1.2.2.13. Shall meet with the School Principal on a monthly basis
- 1.2.2.14. Shall keep a correspondence updated and available.

1.2.3. Vice President

- 1.2.3.1. shall assume the responsibilities of the President in the President's absence
- 1.2.3.2. shall accept extra duties as required
- 1.2.3.3. may be a signing officer
- 1.2.3.4. Is in a training position for the office of President

1.2.4. Secretary

- 1.2.4.1. shall record the minutes of membership, special and executive meetings
- 1.2.4.2. shall issue and receive correspondence on behalf of the organization
- 1.2.4.3. shall prepare and distribute minutes within fourteen (14) days after the Monthly PAC meeting.
- 1.2.4.4. Shall keep an updated copy of the Constitution and Bylaws.
- 1.2.4.5. shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safe keeping
- 1.2.4.6. may be a signing officer
- 1.2.4.7. shall safely keep all records of the PAC except financial records as under *Section 8.2.4.3*, for the duration that the

Treasurer requires the use of such records

1.2.5. Treasurer

- 1.2.5.1. shall be responsible for and report on the accounts of the organization
- 1.2.5.2. shall be one of the signing officers of the Executive as per *Section 10.3*
- 1.2.5.3. shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards
- 1.2.5.4. will prepare and present printed copies of the financial report for each Monthly PAC Meeting
- 1.2.5.5. shall, with the assistance of the Executive and PAC members, draft a budget and tentative plan of expenditures as per *Section 10* to be presented at the Annual General Meeting
- 1.2.5.6. shall ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of his/her absence
- 1.2.5.7. shall prepare year-end Financial Statement and provide such to the president for submission to the membership as per *Section 8.2.2.8* at the Annual General Meeting.
- 1.2.5.8. filling year-end reporting as required – ie Gaming Grant

1.2.6. Representative to Langley District Parent Advisory Council (DPAC)

- 1.2.6.1. shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate
- 1.2.6.2. shall report District information to the Executive and shall report to Monthly PAC Meetings of the PAC as required
- 1.2.6.3. shall seek input from the PAC regarding district (DPAC) and provincial (BCCPAC) issues
- 1.2.6.4. Term of office may be extended by a majority vote by the executive.

1.2.7. Fundraising Coordinator

- 1.2.7.1. Shall coordinate various fundraisers throughout the year in order to meet the PAC budget.
- 1.2.7.2. Shall make a summary of each fundraiser and report to the PAC.
- 1.2.7.3. Shall make a tentative plan each May of fundraisers for the following year.

1.2.8. Volunteer Coordinator

- 1.2.8.1. Shall be the main point of contact for parents who wish to volunteer and will coordinate volunteers for various events throughout the year
- 1.2.8.2. Shall work with committee chairs and team leaders to determine volunteer requirements
- 1.2.8.3. Shall ensure volunteers have proper information and training if applicable

1.2.9. Past President

- 1.2.9.1. Shall assist transition between presidents.
- 1.2.9.2. Shall assist and act as a consultant for the president.
- 1.2.9.3. Shall chair the nomination committee for PAC elections

1.3. Members at Large

- 8.3.1 Titles and duties of additional executive officers (Member at Large), and non-executive officers (Committee members or representatives, Committee chairperson, etc.) may be added as determined by the needs of the organization.