

PAC Executive Roles

Treasurer

- Responsible for and reports on the financial accounts of the organization
- Maintains good record keeping of all financial activities of the PAC using acceptable book-keeping standards
- Ensures all funds of the PAC are properly accounted for
- Is a signing officer
- Prepares and submits a year end financial statement and provides such to the president for submission to the membership

DPAC Representative

- Acts as a liason between the PAC and the Langley DPAC
- Attends all meetings of the Langley DPAC and Respresent, speak and vote on behalf of the PAC
- Reports regularly to the membership and executive on all matters relating to the DPAC and Provincial BCCPAC

Health & Safety Officer

- Executes the fruits and vegetable program & ensures program is running smoothly throughout the school year
- Reports back to executive and membership on any health and safety concerns voiced by the parent community

President

- Speaks on behalf of the PAC
- Consults with PAC Executive & members
- Attends and presides over all membership & executive meetings
- Ensures an Agenda is prepared and presented
- Allows input from membership
- Appoints Committees where authorized by membership or executive
- Ensures representation at DPAC Meetings
- Ensures that PAC Activities are aimed at achieving the purpose set out in the constitution
- Shall submit an annual report, including a Financial Statement to the membership at the end of each school year

Vice-President

- Assumes the responsibilities of the President in the Presidents absence or upon request
- Assists the president in the performance of their duties

Secretary

- Ensures Members are notified of Meetings
- Shall Record, prepare, distribute & file minutes of all membership, special and executive meetings.
- Keep an Accurate copy of the constitution and by-laws
- Prepares and maintains documentation as requested by the membership or executive
- Issues and receives correspondence on behalf of the PAC