



PAC Executive ROLES + RESPONSIBILITIES

President

Our President leads the PAC team and is our official spokesperson and liaison with school faculty.

Responsibilities

Extracted from Bylaws (as amended)

- a. *shall convene and president at membership, special and executive meetings*
- b. *shall ensure that an agenda is prepared and presented*
- c. *shall know the constitution and bylaws and meeting rules*
- d. *shall know where to find resources to assist members*
- e. *shall appoint committees where authorized to do so by the executive or membership*
- f. *shall consult PAC members regularly*
- g. *shall ensure that the PAC is represented in school and school district activities*
- h. *shall ensure that PAC activities are aimed at achieving the objectives and purposes of the organization*
- i. *shall be the official spokesperson for the organization, except as the executive decides from time to time*
- j. *shall issue and receive correspondence on behalf of the organization*
- k. *shall be a signing officer*

Vice-President

Our Vice-President assists the President and steps up in the President's absence, in addition to being involved in other optional activities such as fundraising, scholarships and banking.

Responsibilities

Extracted from Bylaws (as amended)

- a. shall assume the responsibilities of the President in the President's absence*
- b. shall assist the President in the performance of his/her duties*
- c. shall accept extra duties as required*
- d. shall be a signing officer*

Treasurer

Our Treasurer manages, sets up, records, and documents all transactions in and out of the PAC bank accounts. They are responsible for balancing the books and preparing monthly and annual reports, as well as submitting our annual Gaming Funds application.

Responsibilities

Extracted from Bylaws (as amended)

- a. shall be a signing officer*
- b. shall receive all funds for the PAC*
- c. shall disburse funds authorized by the executive or members*
- d. shall maintain an accurate record of all expenditures of the PAC*
- e. shall give a report of all receipts and expenditures at all general meetings*
- f. shall deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC*
- g. shall makes books available for viewing by members upon request*
- h. shall have the books ready for inspection or audit annually,*
- i. shall, with the assistance of the executive, draft a budget and tentative plan of expenditure*
- j. shall ensure that another signing officer has access to the books in the event of his/her absence*
- k. shall submit an annual financial statement at the Annual General Meeting of the PAC*
- l. shall submit application and conduct all business with the BC Gaming Commission regarding funds*

Secretary

Our Secretary manages all communications. This includes our Gmail inbox, parent email blasts through the hotlunches.net system, and Facebook updates. It also includes managing contact lists and documents and scheduling Zoom and/or in-person meetings.

Responsibilities

Extracted from Bylaws (as amended)

- a. *shall ensure that members are notified of meetings*
- b. *shall record the minutes of general, special and executive meetings and post the minutes for viewing by all members of the PAC within 14 school days of the meeting*
- c. *shall keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request*
- d. *shall safely keep all records of the PAC*
- e. *shall be a signing officer*

DPAC Rep

Our DPAC Rep attends meetings and stays up to date on the district PAC happenings. They share relevant events and news from the district with our local PAC.

Responsibilities

Extracted from Bylaws (as amended)

- a. *shall attend PAC and DPAC meetings*
- b. *shall seek and give input on behalf of the PAC to the DPAC*
- c. *shall report back to the PAC*

Member at Large

Members at Large volunteer and help on an as needed basis for various activities that can include fundraisers, school safety, events, special committees and more. All Pacific Heights Parents are eligible to act as members at large. There are no specific responsibilities of this role.