

PAC EXECUTIVE JOB DESCRIPTIONS

Past-President, President, Vice-President, Secretary, Treasurer, Members at Large, School Planning Council Representative, COPAC Representative, Fund Raising Coordinator, Hot Lunch Coordinator.

Past-President

- a) help smooth the transition between Presidents
- b) assist, advise and support the Council
- c) provide information about resources, contacts, and other essential information to the Council
- d) act as a consultant for the Chairperson

President

- a) convene and preside at general, special, and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws and meeting rules
- d) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership
- f) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities
- h) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i) be the official spokesperson for the organization
- j) be a signing officer
- k) not vote on any matter except in the case of a tie

Vice-President

- a) assume the responsibilities of the President in the President's absence or upon request
- b) assist the President in the performance of his/her duties
- c) accept extra duties as required
- d) be a signing officer

Secretary

- a) ensure that members are notified of meetings
- b) record the minutes of general, special, and executive meetings
- c) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- d) issue and receive correspondence on behalf of the organization
- g) may be a signing officer
- h) safely keep all records of the Council

Treasurer

- a) be one of the signing officers of the executive
- b) receive all funds for the Council
- c) disburse funds authorized by the executive or members
- d) maintain an accurate record of all expenditures of the Council
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- g) make books available for viewing by members upon request
- h) have the books ready for inspection or audit annually
- i) ensure that another signing officer has access to the books in the event of his/her absence
- j) submit an annual financial statement at the Annual General Meeting of the Council

FAC BY-LAWS FOR THE ASSOCIATION

Post-Secondary Education, Vocational Training, Financial Services and Labour Affairs Planning Council, Administrative, COVAC Representative, Field Training Evaluation for Council Coordination

President

- (a) help smooth the transition between presidents
- (b) assist, advise and support the Council
- (c) provide information about members, contacts and other essential information to the Council
- (d) act as a consultant for the Council

Members

- (a) vote and preside at general, special and executive meetings
- (b) attend all meetings in person and presiding
- (c) know the constitution and bylaws and meeting rules
- (d) know where to find records or other documents
- (e) appoint committees when authorized to do so by the executive or membership council (FAC members only)
- (f) ensure that the FAC is represented in school and school district activities
- (g) ensure that FAC activities are aimed at achieving the objectives and purposes of the organization
- (h) be the official spokesperson for the organization
- (i) be a signing officer
- (j) not vote on any matter except in the case of a tie

President

- (a) assume the responsibilities of the President in the President's absence or upon request
- (b) assist the President in the performance of his/her duties
- (c) accept extra duties as required
- (d) be a signing officer

Secretary

- (a) ensure that minutes are certified or meeting
- (b) record the minutes of general, special and executive meetings
- (c) keep an accurate and up-to-date copy of the constitution and bylaws and have copies available for members upon request
- (d) issue and receive correspondence on behalf of the organization
- (e) be a signing officer
- (f) verify/keep all records of the Council

Treasurer

- (a) be one of the signing officers of the executive
- (b) receive all funds for the Council
- (c) prepare funds authorized by the executive or members
- (d) maintain an accurate record of all expenditures of the Council
- (e) give a report of all receipts and expenditures at all general meetings
- (f) deposit all funds collected on behalf of the Council in an account or accounts that are insured
- (g) make books available for review by members upon request
- (h) have the books ready for inspection or audit annually
- (i) ensure that another signing officer has access to the books in the event of his/her absence
- (j) submit an annual financial statement to the Annual General Meeting of the Council

Members at Large

- a) Serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require.

School Planning Council (SPC) representative

- a) be one of three elected SPC representatives
- b) represent and speak on behalf of the PAC at SPC meetings
- c) take direction from the general PAC membership
- d) report back to the PAC at general meetings

COPAC Representative

- a) attend PAC and COPAC meetings
- b) seek and give input on behalf of the PAC to the COPAC
- c) report back to PAC membership

Fundraising Coordinator

- a) bring to the membership the proposed fundraisers for final approval
- b) with the assistance of the executive, draft a budget and tentative plan
- c) organize and overlook (including finding volunteers) any Fundraisers
- d) keep records of all monies collected through any fundraiser and deliver monies to the Treasurer
- e) work with Lunch and Recess Sales Coordinators in planning, organizing and overlooking recess and lunch sales

Hot Lunch Coordinator

- a) bring to the membership the proposed lunch program for final approval
- b) with the assistance of the executive, draft a budget and tentative plan
- c) organize and overlook (including finding volunteers) lunch program
- d) keep records of all monies collected through lunch sales and deliver monies to the Treasurer
- e) work with Fundraising Coordinator in planning, organizing and overlooking lunch sales

Minutes of Meetings

Minutes of meetings shall be determined by the Council at the time of their election and at other times throughout their tenure as the needs of the Council require.

General Meeting (GAC) Responsibilities

- (a) be one of three elected GAC representatives
- (b) represent and speak on behalf of the GAC at GAC meetings
- (c) take direction from the general GAC membership
- (d) report back to the GAC at General Meetings

COYA Memberships

- (a) attend GAC and COYA meetings
- (b) seek and give input on behalf of the GAC to the COYA
- (c) report back to GAC membership

General Meeting (GAC) Responsibilities

- (a) bring to the membership the proposed candidates for first approval
- (b) with the assistance of the executive team prepare and submit a plan
- (c) organize and oversee (including leading volunteers) any fundraising
- (d) keep records of all monies collected through lunch sales and deliver monies to the Treasurer
- (e) work with lunch and house sales coordinators in planning, organizing and overseeing events and lunch sales.

First Lunch Coordinators

- (a) bring to the membership the proposed lunch program for first approval
- (b) with the assistance of the executive team prepare and submit a plan
- (c) organize and oversee (including leading volunteers) lunch program
- (d) keep records of all monies collected through lunch sales and deliver monies to the Treasurer
- (e) work with fundraising coordinators in planning, organizing and overseeing lunch sales.