

Watson Road Elementary Parent Advisory Council (WRE PAC)

Contact Us

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Executive & Council Position Descriptions

President

- Convene and preside at all meetings of the PAC.
- Determine if a quorum is present and call the meetings to order.
- In consultation with PAC Executive, Council, and WRE administration, prepare and present an agenda to be used at each meeting to bring business before the meeting according to the order of business.
- Put all legitimate motions before the group.
- Enforce the rules of debate, and grant all members who want to speak the opportunity to do so.
- Conduct the vote on all questions/motions; determine and announce the results.
- Rule improper motions out of order.
- Conclude the meeting by calling it adjourned and setting the next meeting date and time.
- Appoint committees where/when required, with the consultation of the Executive.
- Be the official spokesperson for the PAC; may liaise with and/or delegate public relations duties to the Communications Coordinator.
- Act as a liaison between the PAC and the WRE administration, other school PACs, and the community.
- Ensure that the PAC is represented within the school and community.
- Be part of the Constitution and Bylaws committee, and part of the review process.
- Be an ex officio member of all committees; this duty may be delegated to/shared with the PAC Vice President.
- Appoint one committee member where authorized to do so by the Executive.
- In the event that there are vacant Executive positions, the President shall reassign those duties to other Executive officers until the position is filled.
- Perform all duties generally empowered to the President.

Vice President

- Assume the responsibility of the President position in case of their absence or removal from office. If the position of President is vacated for any reason, the Vice President will become acting President until a by-election can occur.
- Act as an assistant to the President.
- Be responsible for promoting the purpose of the PAC and for sending appropriate acknowledgements to students, parents, and/or WRE staff when significant events occur.
- Oversee the publication of the PAC newsletter in conjunction with the Communications Coordinator.
- Chair the Constitution and Bylaws revision committee and be responsible for filing amendments to the Constitution and Bylaws and for filing the PAC Annual Report with the registrar of the BC Society Act.
- Be responsible for ensuring all election procedures are completed in accordance with the Constitution and Bylaws of the PAC. This duty may be delegated to/shared with the PAC Secretary.
- Accept extra duties as required.

Treasurer

- Serve as custodian of the funds of the WRE PAC organization.
- Maintain an accurate record of all expenditures of the PAC.
- Receive all monies for and on behalf of the PAC.
- Deposit all monies collected on behalf of the PAC in an account at a recognized financial institution approved by the membership.
- Disburse funds authorized by the Executive or the PAC.
- Keep all PAC financial records confidential and not release information to any party not a member of the PAC, unless authorized to do so by the Executive.
- Prepare financial statements and report to the Executive and WRE Principal.
- Prepare and present monthly reports at each General meeting; for months where no meeting is held, the monthly report will be presented at the next General meeting. Monthly reports will include the account, open balance, close balance, credits, debits, the date, who completed the report, and any relevant financial information.
- Present an annual financial statement at the AGM.
- Present a proposed budget for the following year at the AGM.
- Make financial records and books available to members upon request and in consultation with the PAC President.
- Have the financial records ready for inspection and/or audit.
- Keep all reports in a separate binder with the associated receipts, deposit slips, and any original information. Copies should be made in the event the originals are misplaced.
- Must be one of the financial signing officers.

- Ensure that all signing officers have access to the financial records and books of accounting in the Treasurer's absence, and that they know what to do.
- Have a transaction sheet available to be filled out for any/all cash transactions (this is separate from the deposit slip).
- Ensure all cheques have two (2) signatures.
- Order cheques/deposit books.
- Ensure that gaming and grant applications are completed if applicable.
- Take responsibility for reports required by tax, gaming, or other authorities.
- May be bonded, at the expense of the PAC, in an amount large enough to protect it from loss.
- Assist with the Constitution and Bylaws Committee as required.
- Perform all duties generally empowered to the Treasurer.
- Accept other duties as required.

Secretary

- Keep the records of the PAC including minutes, Executive, Council, and Committee reports, official correspondence, and resignation letters.
- Keep accurate and official minutes of all meetings of the PAC and Executive.
- Have minutes consist only of facts, actions, and motions of business that the PAC has done or is going to do; there will be no thoughts, opinions, or comments in the minutes.
- Have all Executive meeting minutes completed and distributed to meeting attendees within ten (10) days after the meeting.
- Have all General meeting minutes completed and made publicly available to PAC members within ten (10) days after the meeting in which the minutes were approved.
- Give reasonable notice of all General and Extraordinary meetings.
- Be responsible for maintaining PAC files.
- Take attendance at all meetings and, in conjunction with the President, ensure a quorum is met.
- Be responsible for all papers and mail belonging to the PAC that are not specifically the responsibility of another officer.
- Keep a current copy of the Constitution and Bylaws and make sure they are publicly available.
- Be part of the Constitution and Bylaws committee, and part of the review process.
- Accept extra duties as required.

COPAC Representative

- Attend COPAC meetings and represent, speak, and vote on behalf of the PAC.
- Ensure current registration of the WRE PAC with the British Columbia Confederation of Parent Advisory Councils (BCCPAC).
- Report back regularly to the membership and Executive on all matters relating to the COPAC.
- Seek input from the COPAC when required.

- Receive, circulate, and post COPAC newsletters, brochures, and announcements as appropriate.
- Receive and act on all other communications from the COPAC.
- Assist with the Constitution and Bylaws Committee as required.
- Accept other duties as required.

Lunch Program Coordinator

- Ensure that the government Food Safe Program regulations are followed.
- Coordinate and oversee Lunch Program volunteers to help organize and maintain a regular lunch program by:
 - Scheduling volunteers as required
 - Creating and distributing a menu
 - Collecting and organizing classroom orders
 - Ordering and arranging food delivery to the school
 - Serving and distributing food
 - Submitting all receipts and expenditures to the Treasurer
- Use proper accounting practices to record transactions, which will include:
 - Bringing all purchases to the attention of the executive for approval
 - Keeping record of total amounts paid as well as names of individual payees so as to keep a record in case of discrepancies
 - Having a second person count the money and verify the cash slip; this may be the PAC Treasurer, WRE administration, any Executive officer, or PAC member
- Accept other duties as required.

Special Events Coordinator

- Present special event ideas to the Executive and membership at PAC meetings.
- In conjunction with the Treasurer, submit a detailed breakdown of income and expenditures for each event at the required PAC meeting.
- Coordinate and oversee Special Events volunteers to help organize events by:
 - Scheduling volunteers as required
 - Gathering event information
 - Arranging special events by coordinating committees for these events
 - Coordinating with WRE administration for use of space and school equipment
 - Keeping accurate records of events in conjunction with the Secretary and the Treasurer
- Accept other duties as required.

Fundraising Coordinator

- Present fundraising ideas to the Executive and membership at PAC meetings.
- In conjunction with the Treasurer, submit a detailed breakdown of income and expenditures for each fundraiser at the required PAC meeting.
- Coordinate and oversee Fundraiser volunteers to help organize fundraisers by:
 - Scheduling volunteers as required

- Gathering fundraiser information
- Arranging fundraisers by coordinating committees for these events
- Coordinating with WRE administration for use of space and school equipment
- Keeping accurate records of fundraisers in conjunction with the Secretary and the Treasurer
- Accept other duties as required.

Volunteer Coordinator

- Create and maintain master lists of PAC members interested in volunteering on an ad hoc basis.
- Coordinate with Executive, Council, and Committee Chairs as appropriate to expedite completion of PAC business; this may include sharing volunteer lists and assisting in assigning volunteer duties.
- Coordinate and oversee Volunteer Team Leaders to organize programs such as Kiss & Ride, Safety Patrol, and Lost & Found.
- Accept other duties as required.

Communications Coordinator

- Oversee all public PAC communications to ensure consistent voice and messaging.
- Publish a PAC newsletter in conjunction with the Vice President.
- Coordinate with Executive, Council, Committee Chairs, and WRE administration to promote PAC, WRE, COPAC, and SD23 business.
- Coordinate and oversee Communications volunteers to maintain accuracy and consistency of messaging across all official PAC communication platforms, including but not limited to the PAC email and social media accounts, the PAC webpage and, when necessary, paper bulletins.
- Accept other duties as required.