

PAC Executive Descriptions:

1. President:

- a) shall preside at all meetings of the Society
- b) shall set the agenda for all meetings of the Society in consultation with the Executive and the Principal
- c) shall be one of the financial signing officers
- d) shall be an exofficio member to all committees
- e) shall appoint one committee member where authorized to do so by the Executive
- f) shall serve as the official spokesperson for the Society
- g) shall ensure that gaming and grant applications are completed if applicable
- h) in the event that there are vacant Executive positions, the President shall reassign those duties to other Executive Officers until the position is filled
- i) shall perform all duties generally empowered to the President

2. Vice –President:

- a) shall act in the President's position in his/her absence
- b) shall assume the responsibility of the President if for any reason the position is vacated until a by-election can occur
- c) shall assist the President in the performance of his/her duties
- d) shall be one of the financial signing officers
- e) shall be responsible for promoting the purpose of the Society and for sending appropriate acknowledgements to students, parents and/or staff when significant events occur
- f) shall oversee the publication of the Society newsletter in conjunction with the Secretary
- g) shall be responsible for filing amendments to the Constitution and Bylaws and for filing the Society Annual Report
- h) shall be responsible for ensuring all election procedures are completed in accordance with the Constitution and Bylaws of the Society

3. Treasurer:

- a) shall maintain an accurate record of all expenditures of the Society
- b) shall be one of the financial signing officers
- c) shall receive all monies for and on behalf of the Society
- d) shall keep all Society financial records confidential and shall not release information to any party not a member of the Society, unless authorized to do so by the Executive
- e) shall disburse funds authorized by the Executive or the Society
- f) shall give a financial report at all general meetings
- g) shall prepare and circulate complete financial reports at the executive meeting for review before the general meeting
- h) shall deposit all monies collected on behalf of the Society in an account at a recognized financial institution approved by the membership
- i) shall have the financial records ready for inspection and/or audit
- j) shall present an annual financial statement at the Annual General Meeting
- k) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- l) shall present a proposed budget for the following year at the Annual General Meeting
- m) shall perform all duties generally empowered to the Treasurer

4. Secretary:

- a) shall keep accurate and official minutes of all meetings of the Society and Executive
- b) shall keep a current copy of the Constitution and Bylaws
- c) shall keep accurate records of incoming and outgoing correspondence and provide such correspondence for review at general meetings
- d) shall be responsible for maintaining files
- e) shall take attendance at all meetings and ensure a quorum is met

- f) shall distribute minutes to members present at meetings
- g) shall post minutes on the Society bulletin board
- h) shall publish a Society newsletter in conjunction with the Vice-President
- i) shall be responsible for all papers and mail belonging to the Society that are not specifically the responsibility of another officer
- j) shall post notice of all general and extraordinary meetings on the Society bulletin board at Watson Road Elementary at least 14 days prior to the meeting

5. COPAC Representative

- a) shall attend all monthly Central Okanagan Parent Advisory Committee (COPAC) meetings and report back at the general and executive meetings
- b) shall seek information from the Society when required

6. Lunch Program Administrator

- a) shall keep the Executive up to date
- b) may require signing authority if deemed necessary
- c) shall ensure that the government Food Safe Program regulations are followed
- d) shall appoint Lunch Program Coordinators to help organize and maintain a regular lunch program by:
 - 1. scheduling volunteers as required
 - 2. creating and distributing a menu
 - 3. collecting and organizing the classroom orders
 - 4. ordering and arranging food delivery to the school
 - 5. serving and distributing food
 - 6. submitting all receipts and expenditures to the Treasurer

7. Special Events Administrator

- a) shall keep the Executive up to date
- b) shall present fundraising and special event ideas to the membership at Society meetings
- c) in conjunction with the Treasurer, shall submit a detailed breakdown of income and expenditures for each event at the required Society meeting
- d) shall appoint Special Events Coordinators to help organize events by:
 - 1. scheduling volunteers as required
 - 2. gathering fundraising and event information
 - 3. arranging fundraising and special events by coordinating committees for these events
 - 4. keeping accurate records of events in conjunction with the Secretary and the Treasurer