# Pebble Hill Traditional PAC Positions for the 2018/19 Academic Year

The Parent Advisory Council (PAC) consists of an Executive plus every parent/guardian with children in attendance at Pebble Hill Traditional Elementary School – all of whom are considered general members of the PAC with voting rights.

In June of each year members of the PAC, Executive and General, are asked to participate in the nomination and voting in of the Executive for the ensuing year.

The Executive consists of:

* Past Chair
* Chair
* Vice Chair
* Treasurer
* Secretary
* Fundraising Chair
* District Representative

## Executive Job Descriptions and Current Members

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| Position | Description |
| PAST CHAIR  *Current: Martin Rusticus* | * Facilitate a smooth transition for the newly elected Chair * Act as a continuing consultant for the Chair to provide consistency from term to term * Chair the Nominating Committee * Ensure that each newly elected member receives a copy of the current Constitution and Bylaws * Make recommendations for any amendments to the Bylaws and Constitution * Attend as many Executive, general, special and Annual General Meetings (AGM) as possible |
| CHAIR  *Current: Jackie Moore* | * Convene and preside at all general Membership, special and Executive meetings * Take such actions, together with the Executive, to ensure that the objectives and purposes of the PAC are achieved without contravening the Constitution * Appoint Committees as required, with Membership approval * Be a member of every committee, though not required to attend meetings * In conjunction with the Treasurer and Fundraiser, prior to the AGM draw up a proposed budget for the ensuing year * Be one of the three (3) signing officers of the Executive * Act as a liaison between the principal and PAC * Be the official representative of the PAC * Represent the PAC at the Tsawwassen Partners in Education meetings * Act as the Editor of the newsletter * Attend all Executive, general, special and AGM meetings |
| VICE CHAIR  *Current: Yolandi McCarthy (stepped down)* | * Assume the responsibility of the Chair in the Chair’s absence * Responsible for ensuring a monthly PAC newsletter is produced, published and distributed by the newsletter committee * Provide guest speakers as required by the Membership * Maintain an up-to-date list of volunteers in order to staff the standing committees at the AGM * Ensure that all preparations are made for any and all meetings * Attend all Executive, general, special and AGM meetings |
| TREASURER  *Current: Louise Mol* | * Responsible for compiling and recording the transactions and financial activities of the PAC using the systems, procedures and standards laid out in the Policy and Procedures Manual * In conjunction with the Chair and Fundraiser prepare a proposed budget for the ensuing year * Present the proposed budget at the AGM for membership approval * Prepare and present a monthly financial statement at each general business meeting * Be one of three (3) signing officers of the PAC * Prepare and present an annual financial statement at the AGM covering the financial period from July 1 to June 30 * Attend all Executive, general, special and AGM meetings * Prepare monthly bank reconciliation for presentation at the Executive meeting * Apply for B.C. Government Gaming Grant annually |
| SECRETARY  *Current: Julie Mitobe* | * Ensure that an agenda is prepared, posted and presented for all general Membership, special and Executive meetings * Ensure that proxy forms are available for the Membership preceding the elections and keep a record of the designated proxy holders * Record, produce and distribute the minutes of special, general Membership, AGM and Executive meetings. Such minutes to be distributed to the Executive and posted on the PAC bulletin board within seven (7) days of the meeting * Receive and ensure all correspondence on behalf of the PAC * Hold all official PAC records * Inform members of all meetings using the newsletter or other written means * Record the members present and ensure that quorum exists (four (4) Executive members) * Record motions as they are presented and passed * Prepare and provide ballots and proxy forms to the nominating committee * Be one of three (3) signing officers of the PAC * Ensure that a copy of the PAC constitution and Bylaws are available in the library * Attend all Executive, general, special and AGM meetings * Prepare and post a working agenda seven (7) days prior to each general membership meeting * Ensure that copies of the official documents (article 12.1.1 – minutes of all meetings, which shall include a record of all motions passed, and all financial documents presented) are available in the school office for all members to view |
| FUNDRAISING CHAIR  *Current: Megan McLean and Shannon Nicholson* | * Responsible for all fundraising activities to meet budget requirements * At all Executive meetings, represent any committees that raise funds * Receive all fundraising sub committee reports prior to any meeting * In conjunction with the Treasurer and Chair prepare a proposed budget for the ensuing year * Follow any systems and procedures for managing, collecting, recording and safeguarding any funds raised by any committee as indicated in the Procedures Manual * Responsible for staffing all fundraising committees in conjunction with the Vice-Chair attend all Executive, general, special and AGM meetings * Prepare and present for membership approval a fundraising agenda for the year at the October membership meeting |
| DISTRICT REPRESENTATIVE  *Current: Rebecca Lee* | * Act as a liaison between the District Parent Advisory Council (DPAC) and the Membership by attending all DPAC and PAC meetings * Provide the Membership with a full written report on any and all DPAC business which pertains to the Membership * Act as advocate for the Membership with the DPAC and the British Columbia Confederation of Parent Advisory Councils (BCCPAC) |

## Committees

In addition to the Executive, there are several committees that exist to support the PAC.

The following are standing committees that require volunteers (not elected positions):

* Fundraising: under the direction of the Fundraising Chair, shall take any and all actions to help meet the fundraising objectives of the fundraising agenda and budget that has been approved by the membership
* Emergency Preparedness: shall promote and maintain the school’s ability to respond to an emergency by ... maintaining an identification system/kits for all students; maintaining a 24-hour supply of emergency provisions; maintaining a list of emergency equipment available within the school community; and providing a transitional safe haven for students for a period of 24 hours
* Nominating: consists of the Past Chair and two (2) non-Executive voting members who are not running for any Executive position. By May 1st of each year, distribute to all members a notice opening nominations for all Executive positions. Prepare and make available a nomination form to any interested member; count the ballots at the election and report the results
* Social: be responsible for non-fundraising social events such as but not limited to ... September meet and greet tea; fun runs; teachers appreciation lunch; welcoming new families to the school; providing refreshments at PAC meetings
* Newsletter: working under the direction of the Vice Chair ensure that a monthly PAC newsletter is produced, published and distributed to all members
* Social Media: working under the direction of the Chair or Vice Chair ensure that social media is used as an effective tool in communicating with all members
* Ad-hoc: the general membership has the right to form ad-hoc committees and staff them, by a show of hands, from the general members. The duly struck committee shall appoint its own secretary. Any ad hoc committee formed where funds are raised shall report to the Fundraising Chair.