

## **PAC Executive Elections**

All positions are open for nominations so if you would like to run for a position, or know of someone that would like to volunteer for a position please come to the meeting. Below is a brief job description for each position. These positions can also be shared between 2 people. Without volunteers we would not be able to have a Pac and provide the additional programs that our children receive at Northridge which are funded by the PAC (dance program, our new playground, iPads, field trips)

### **Pac Chair**

- run all meetings
- prepare an agenda for each meeting
- ensure that the objectives and purpose of the organization are achieved
- will be the official spokesperson for the organization
- will be a signing officer
- prepares a monthly newsletter to be sent out when the school sends home their newsletter

### **Vice Chair**

- takes over the responsibilities of chair in the chair's absence

### **Treasurer**

- balances monthly statements, files tax returns, applies for government grants, makes deposits and writes cheques for various expenses throughout the year.
- monthly reports are given at each meeting
- will be a signing officer
- will draft a budget with the help of the executive

### **Secretary**

- takes minutes at the monthly meetings and prepares them for distribution.

### **Fundraising Co-ordinators**

- presents different fundraising ideas to the Pac and with the rest of the executive will co-ordinate the fundraising ideas approved by the Pac.

### **Education Co-ordinator**

- researches and co-ordinates parent educational events and news

### **VCPAC(Victoria Confederation of Parent Advisory Councils)Representative**

- attends VCPAC meeting and presents that info at Pac meetings.
- seek input from the PAC when requested

### **Hot Lunch Co-ordinator**

- collects orders monthly from office, places the order and organizes people to count money and hand out the pizza to the kids on Hot Lunch Day

### **Parent Partner Co-ordinator**

-organizes parent volunteers (parent partners) for each class.

- Is the liason between parent partners and the PAC

-organizes the preparation of class lists at the beginning of the school year to distribute to the parents.

-Works with the parent partners to organize volunteers for different events at the school.

### **Emergency Preparedness Committee**

-Makes sure emergency supplies are up to date

-Orders supplies as we need them

-Communicates needs between the PAC and Principal

### **Safe and Active Routes Committee**

-encourages bike and walk to school week

-Helps at the bike-a-thon

-lets the school know of unsafe areas on the routes to and around the school

-brainstorms ways to make it safer to walk and bike to school