

# NORTHRIDGE

## PAC

### ANNUAL GENERAL MEETING (AGM)

The Northridge PAC is dedicated to the education and well-being of the whole child by building a strong foundation of knowledge and lifelong learning, through effective communication with home and the school community.

Our mission is for parents, students, and staff to work together, and develop a sense of pride in our school community.

Please join us to learn more about how you can support the PAC or to put your name forward for one of our roles.

On June 3rd, we need your votes!

\*All parents are automatically voting members of the PAC

PAC Meeting to follow (7:00-8:00pm)



**NORTHRIDGE  
HAWKS**

WEDNESDAY

**3**

**JUNE**

**6:30-**

**7:00PM**

IN THE SCHOOL  
LIBRARY

**For More Information**



Join the Northridge  
Families Facebook Page

[northridge.pac.info@gmail.com](mailto:northridge.pac.info@gmail.com)

# PAC EXECUTIVE ROLES

PAC Executive meet 2-3 times per year in addition to regular meetings

## **PAC Chair**

- o runs meetings and prepares agenda
- o ensures objectives and purpose of the PAC are achieved
- o official spokesperson for the PAC

## **Vice Chair**

- o takes over responsibilities of Chair in Chair's absence
- o works on responsibilities with the Chair

## **Treasurer**

- o balances monthly statements, applies for government/gaming grants, makes deposits and writes cheques
- o shares monthly reports at each meeting
- o drafts a budget with the help of the executive

## **Secretary**

- o takes minutes at the monthly meeting and prepares minutes for distribution
- o shares monthly reports at each meeting
- o drafts a budget with the help of the executive



**We need volunteers for everything!**

**You don't have to take on an official role to participate.**

**Volunteer at an event, coordinate one of the fundraising campaigns or help hand out hot lunch!**

**There are LOTS of ways to contribute, big or small!**

# OTHER PAC ROLES

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

- o Attends VPCAC meetings; reports out and receives input regularly from the membership and executive on VCPAC matters

## **Members at Large**

- o Volunteer at events, hot lunch etc.
- o Support fundraising efforts
- o Attend meetings and provide feedback and input

## **Fundraising Committee Chair and Fundraising Committee Members**

- o Coordinates fundraising activities (eg. Purdy's, Floral, Art Cards etc.)

## **Event Coordinators**

- o Coordinates school events (Movie nights, Board game night, Music Bingo, Fun Fair)

## **Parent Education Coordinator**

- o Applies for parent education grant
- o Coordinates parent education workshops

## **Hot Lunch Coordinator**

- o Coordinates hot lunch with vendors
- o Coordinates payments and hot lunch volunteers

## **Healthy Schools Committee**

- o Supports activities for a healthy school environment (eg. gardening, Stream of Dreams (fish fence) etc.)