

## **DUTIES OF THE EXECUTIVE OFFICERS**

- 1) The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure Council purposes are achieved.
- 2) All officers are expected to attend all executive, general, and special meeting, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct (Section XIII).
- 3) If an Executive member is unable to attend, they should inform the Secretary prior to the meeting.
- 4) The Executive shall elect a 'Chair Designate' early in the term from the Executive officers. This person shall convene and preside at Council meetings when requested to do so by the President.
- 5) Each Executive position shall have a designated binder and files where all written material pertaining to the position is to be maintained in a current and orderly fashion. These official materials must be delivered to their successors or the President within 14 days following the date at which their successors assume their duties.

## **PRESIDENT**

- Shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary.
- Shall be familiar with and follow the Constitution and Bylaws.
- Shall ensure that an agenda is prepared and distributed following the Bylaws.
- Shall ensure a quorum is present before calling a meeting to order.
- Shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee.
- Shall be the official spokesperson and representative for the Council, always acting on behalf of the majority of members and not personally.
- Shall be one of the three signing officers.
- Shall submit a written annual report to the membership.

## **SECRETARY**

- Shall record the minutes of all executive, general and special meetings.
- Shall prepare within two weeks of any meeting, complete minutes and ensure their distribution.
- Shall file the original copy of the minutes in the official Council record binder.
- Shall issue and receive correspondence on behalf of the Council.
- Shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference.
- Shall ensure safe keeping of all records of the Council.
- Shall keep a complete and current inventory including location, of all PAC assets.
- Shall ensure the binders are collected at the end of the term and appropriately redistributed in September.

## **TREASURER**

- Shall have a demonstrated ability and/or understanding of bookkeeping procedures.
- Shall keep an accurate and current record of all receipts and expenditures of the Council. Bank statements must be reconciled monthly and made available for review as requested.
- Shall assess all financial undertakings to ensure they are within the annual budget.
- Shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices.
- Shall prepare a written financial report for presentation at each Council meeting. This shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit.
- Shall be responsible for issuing receipts and the prompt deposit of all monies past to the Council. Also refer to Section XV Finances.
- Shall be one of the three Council signing officers.
- Shall ensure all bills are paid promptly.

- Shall draft an annual budget with the assistance of the PAC President.
- Shall maintain all financial records in an orderly fashion as stipulated by BCCPAC

#### **DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE**

- Shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf shall report to the Council regarding issues discussed.
- Shall seek input from the Council for presentation at DPAC meetings.
- Shall vote the Council's wishes at DPAC meetings. ☐
- Shall maintain the Council's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.

#### **FUNDRAISING COORDINATOR**

- Shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures.
- Shall coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the Council Executive.
- Shall maintain a record of fundraising projects, suggestions for improvement and future events.
- Preferably be available during school hours.

#### **MEMBER AT LARGE**

- Shall accept duties assigned by the Council at the time of their election and at other times throughout their tenure as the needs of the Council might require.
- All general duties of the Executive and Code of Conduct shall also apply to the Member at Large.