

BLACKLOCK PAC EXECUTIVE POSITIONS

Elected officers should include the following:

President, Vice-President, Secretary, Treasurer, DPAC Representative, Fundraising Coordinator, Safety Coordinator, Hot Lunch Coordinator, up to 12 additional Members at Large.

President

- Attend and run all membership, special and executive meetings.
- Ensure an agenda is prepared and distributed within 2-5 days prior to the monthly PAC meeting.
- Allow input from membership and may dispense with all formal voting procedures on internal PAC matters.
- Appoint committees where authorized to do so by the Executive or Membership.
- Signing officer on our accounts.
- Submit at the AGM an Annual Report including a Financial Statement.
- The official spokesperson for the organization.
- Ensure representation to District PAC meetings.
- Ensure the draft meeting minutes are prepared and distributed within 14 days after the monthly PAC meeting.
- Keep a correspondence binder updated and available.

Vice-President

- Assume the responsibilities of the President in the President's absence.
- Accept extra duties as required, step in and assist as needed.
- May be a signing officer on our accounts.

Secretary

- Record minutes of membership, special and executive meetings.
- Issue and receive correspondence on behalf of the organization via a general email.
- Prepare and distribute minutes with 14 days after the monthly PAC meeting.
- Keep and updated copy of the Constitution and Bylaws.
- Submit a copy of the amended Constitution and Bylaws to the school office and DPAC office for safe keeping.
- May be a signing officer on our accounts.
- Safely keep all records of the PAC except financial records, for the duration that the Treasurer requires the use of such records.
- Prepare our PAC Blast newsletter.

Treasurer

- Responsible for and report on the accounts of the organization.
- Must be a signing officer on our accounts.

- Maintain good record keeping of all financial activities of the PAC using acceptable accounting standards.
- Prepare and present printed copies of the financial report for each monthly PAC meeting.
- With the assistance of the Executive and PAC members, draft a budget and tentative plan of expenditures to be presented at the AGM for the following year.
- Ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of absence.
- Prepare year-end Financial Statement and provide such to the president for submission to the membership at the AGM.
- Apply for Community Gaming Grant.
- Maintain gaming account and disperse funds according to guidelines.
- Apply for gaming licenses as required and file appropriate paperwork for same.
- Filing year end reporting as required ie. gaming paperwork.
- Prepare and disperse cheques for reimbursement on a timely basis.
- Deposit cheques and cash as required.
- Manage etransfers from email specifically set up for same.
- Liaise closely with fundraising and hot lunch coordinator to ensure payments are made in a timely fashion.

DPAC Representative

- Represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate. Usually held once a month.
- Report District information to the Executive and shall report to monthly PAC meetings of the PAC as required.
- Seek input from the PAC regarding district and provincial issues.
- Conduct and report back votes held at our PAC meetings to district PAC meetings.

Fundraising and Events Coordinator (ideally split into two positions)

- Plans for appropriate amount of fundraisers to meet the needs of the PAC budget.
- Summarizes each fundraiser and reports to the PAC.
- Makes a tentative plan each May for the following year's fundraisers.
- Once funds received from a fundraiser, counts and sorts money for Treasurer to deposit.
- Inputs data into Munch-A-Lunch for ordering.
- Coordinates volunteers for events.
- Advertising of events.

Safety Coordinator

- Works with the Principal to make sure the natural disaster emergency supplies are stocked up and food is not expired.
- Makes sure that there are three lice checks done throughout the school year (usually in September, January and April).

Hot Lunch Coordinator

- Coordinates hot lunch program. Run through Munch-A-Lunch. Inputs data into Munch-A-Lunch and runs reports through same.
- Sets dates for hot lunch and coordinates with administration at school for same. Sets cut off dates for ordering.
- Corresponds with adults of children at the school regarding inquiries about hot lunch.
- Organizes and sorts everything on the day of hot lunch.
- Coordinates volunteers for hot lunch delivery.
- Sources out vendors for hot lunch and corresponds with them.
- Responsible for collection of monies received from food events.
- Turns over all money to the Treasurer once a deposit is prepared.
- Responsible for ordering and buying all the supplies for food events.
- Responsible for providing refreshments as necessary at school functions.
- Once funds received from hot lunch orders, counts and sorts money for Treasurer to deposit.

Members at Large

- Assists and steps in when assistance is required.
- Volunteers as required.
- Attends monthly PAC meetings.
- Titles and duties of additional executive officers (Member At Large) and non executive officers (committee members or representatives, committee chairperson, etc) may be added as determined by the needs of the organization.