

## **PAC EXECUTIVE JOB DESCRIPTIONS**

Past-President, President, Vice-President, Secretary, Treasurer, Members at Large,  
COPAC Representative, Fund Raising Coordinator, Hot Lunch Coordinator.

### **Past-President**

- a) help smooth the transition between Presidents
- b) assist, advise and support the Council
- c) provide information about resources, contacts, and other essential information to the Council
- d) act as a consultant for the Chairperson

### **President**

- a) convene and preside at general, special, and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws and meeting rules
- d) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership
- f) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities
- h) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i) be the official spokesperson for the organization
- j) be a signing officer
- k) not vote on any matter except in the case of a tie

### **Vice-President**

- a) assume the responsibilities of the President in the President's absence or upon request
- b) assist the President in the performance of his/her duties
- c) accept extra duties as required
- d) be a signing officer

### **Secretary**

- a) ensure that members are notified of meetings
- b) record the minutes of general, special, and executive meetings
- c) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- d) issue and receive correspondence on behalf of the organization
- g) may be a signing officer
- h) safely keep all records of the Council

### **Treasurer**

- a) be one of the signing officers of the executive
- b) receive all funds for the Council
- c) disburse funds authorized by the executive or members
- d) maintain an accurate record of all expenditures of the Council
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- g) make books available for viewing by members upon request
- h) have the books ready for inspection or audit annually
- i) ensure that another signing officer has access to the books in the event of his/her absence
- j) submit an annual financial statement at the Annual General Meeting of the Council



**Members at Large**

- a) Serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require.

**COPAC Representative**

- a) attend PAC and COPAC meetings
- b) seek and give input on behalf of the PAC to the COPAC
- c) report back to PAC membership

**Fundraising Coordinator**

- a) bring to the membership the proposed fundraisers for final approval
- b) with the assistance of the executive, draft a budget and tentative plan
- c) organize and overlook (including finding volunteers) any Fundraisers
- d) keep records of all monies collected through any fundraiser and deliver monies to the Treasurer
- e) work with Lunch and Recess Sales Coordinators in planning, organizing and overlooking recess and lunch sales

**Hot Lunch Coordinator**

- a) bring to the membership the proposed lunch program for final approval
- b) with the assistance of the executive, draft a budget and tentative plan
- c) organize and overlook (including finding volunteers) lunch program
- d) keep records of all monies collected through lunch sales and deliver monies to the Treasurer
- e) work with Fundraising Coordinator in planning, organizing and overlooking lunch sales