

PAC EXECUTIVE & MEMBER AT LARGE ROLES

EXECUTIVE

Please note that some duties and responsibilities will evolve and descriptions may be revised as necessary. All positions can be shared, and everyone is welcome!

CHAIRPERSON

- plan activities for students - decide on activity calendar - lead a fundraiser - set the agenda for PAC meetings - chair meetings - proof minutes before distribution - know the constitution - mentor new parents - take on any miscellaneous duties or delegate. - diffuse hostility and resolve conflict with carefully chosen words - signing officer. *Must be diplomatic, democratic, organized and enjoy making a difference in the lives of little humans who will grow up to be amazing adults. / Commitment: 5 hrs/month

VICE CHAIRPERSON

- assists the Chair - chairs PAC meetings when required - supports a fundraiser - lends a hand - encourages new parents/guardians to join the team - signing officer. *Must be supportive team player who is prepared to lead at times. Being positive helps build cohesion among members. / Commitment: 5 hrs/month

TREASURER

- report Walter Lee PAC's financial position at each PAC meeting - receive, collect and deposit money in the Walter Lee PAC accounts - issue payments in a timely manner - make sure signing officers sign cheques - apply for lottery license and grants - prepare a year-end financial report - signing officer. *Must be honest, law-abiding, bona fide, above board, trustworthy, and honourable. / Commitment: 3 hrs/month

SECRETARY

- takes notes during meetings - makes sure the minutes are not misplaced - types them up for distribution - bcc: parents to protect their identity - present correspondence at meetings - support a fundraiser - signing officer. *Must be able to record minutes accurately and legibly / Commitment: 3 hrs/month

MEMBERS AT LARGE

HOT LUNCH COORDINATOR

- research types of hot lunches available at the beginning of the school year - decide on a hot lunch menu that children will eat and consider suggested provincial food guidelines - create, input menu and pricing into online lunch program/or distribute & collect paper forms - reconcile payments with online lunch platform, stripe, parents and treasurer - submit orders to vendor, organize delivery and food distribution on Lunch Day - help with Sports Day, and other special event activities with food availability. - Food Safe certificate or willingness to get it (Cost covered by PAC) an asset - be able to manage a team of parent volunteers. / Commitment: 3 hrs/month

FUNDRAISER COORDINATOR

- recommends a few good fundraisers to executive members at the beginning of the year - schedules fundraising events evenly throughout the year - creates, distributes and collects order forms - counts money with parents and treasurer - makes arrangements for the delivery of orders - distributes orders with parents - prepare financial reports of all fundraising events with the approval of the Treasurer - attend monthly meetings and Annual General Meeting. *Must be able to lead or help lead fundraisers. / Commitment: Variable depending on Fundraising activity.

DISTRICT PAC (RDPA) REPRESENTATIVE

- acts as a liaison between Walter Lee School PAC and the District PAC - able to communicate with and/or able to attend RDPA meetings - update/inform PAC about RDPA meetings. *Must be reliable, welcoming and enjoy greeting all students. /Commitment: 3 hrs/month

COMMUNICATIONS COORDINATOR

- communicate information to Walter Lee parents on behalf of PAC - act as point of contact, moderator and admin on various social media accounts (Facebook, WhatsApp, wechat) - post school and PAC updates to the website, and all-related social media accounts -reports any dissatisfaction to the PAC executive or school administration if necessary. *Must have excellent communication skills, well organized, and experienced in managing chat groups. Fluency in Mandarin Chinese an asset, but not required. / Commitment: 3 hrs/month