

## PAC Executive Positions

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! The PAC is especially in need of volunteers for the Chair and Treasurer executive positions. These positions must be filled to hold official status as a PAC.**

### 1. President/Chair:

- Prepares for and runs PAC meetings;
- Ensures that policies, and procedures are followed;
- Acts as a signing officer;
- Serves as the principal spokesperson of the Council.

\*Must be diplomatic, democratic, organized and enjoy making a difference in the lives of little humans who will grow up to be amazing adults.

### 2. Treasurer:

- Keeps financial records and renders financial statements to the Officers, Members, and others when required;
- Acts as a signing officer;
- Apply and follow up for the BC Gaming grant;
- Receive, collect and deposit funds in the Walter Lee PAC accounts;
- Prepare a year-end financial report;
- Assists the Executive to prepare a budget and tentative plan of expenditures for the Council.

\*Must be honest, law-abiding, trustworthy, and honorable. Book-keeping/accounting experience an asset but not required.

### 3. Vice President/Chair:

- Assists the Chair and, in the absence of the Chair, shall preside at meetings and otherwise perform the duties and functions of the Chair;
- Encourages new parents/guardians to join the team;
- Performs such other duties as the President/Chair may from time to time direct.

\*Must be a supportive team player who is prepared to lead at times. Being positive helps builds cohesion among members.

### 4. Secretary:

- Records the minutes of the meetings of the Members and Executive;
- Issues and receives correspondence on behalf of the organization;
- Has custody of all records and documents of the Council;
- Acts as a signing officer.

\*Must be able to record minutes accurately and legibly

### 5. Hot Lunch Coordinator - Order Management:

- Manage the backend hot lunch ordering system;
- Plan and prepare hot lunch options that children will eat and consider suggested provincial food guidelines;
- Create, input menu and pricing into online lunch program;
- 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. Ability to lead and organize a team of parent volunteers. This volunteer does not need to be on-site during lunches.

### 6. Fundraiser Coordinator:

- Plan for the appropriate number of fundraisers to meet the needs of the PAC budget;
- Recommend fundraiser opportunities to Members and Executive;
- Create, distributes and collects order forms;

- Submit final orders, organize delivery and distribution of orders to families;
- Summarize each fundraiser and report to the PAC.

\*Must be able to lead or help lead fundraisers.

7. District PAC (RDPA) Representative:

- Acts as a liaison between Walter Lee PAC and the Richmond District PAC;
- Attend RDPA monthly meetings;
- Update/inform PAC about RDPA meetings.

\*Must be reliable and welcoming.

8. Members-at-Large:

- Help with duties as they arise and are of interest to them throughout the year.