

HOMMA PAC EXEC ROLES

All

- Consult with, take direction from and represent all parents of the School.
- Shall work as a team to ensure that the Purposes and Objectives of Tomekichi Homma Elementary Parents' Advisory Council (THEPAC) are achieved through due process, guided by the Code of Conduct.
- All Executive officers are expected to attend all executive, general and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described below and to follow the Code of Conduct.
- Have a role in ensuring proper financial procedures are followed.
- Carry out such commitments as directed by THEPAC, make suggestions, recommendations and transact routine and emergent business as necessary
- Has authority to pay accounts up to the amount of \$200 at any one time without the prior consent of the general membership.
- Create reminders for the greater parent body for all events, fundraisers, information that flows through THEPAC
- Monitor and respond to Whatsapp Chat

Chairperson

- Shall convene and preside at all Executive, General, Special and Annual General Meetings
- Shall take such action, or ensure that such action is taken by others, to achieve the Purpose and Objectives of THEPAC
- Shall establish committees where authorized to do so by the Executive or membership;
- Shall, in consultation with the School administration, ensure that the agenda is prepared and presented.
- Shall be a signing officer.
- Shall be an ex-officio member to all committees of THEPAC.
- Shall be the official spokesperson for the organization.
- Shall submit an annual report
- Weekly update to admin/office for WAAG
- Answer PAC emails and respond to WhatsApp chat
- Post agenda prior to meeting
- Attend events as needed by Admin (Welcome to K, etc)

Vice Chairperson

- Shall assume the duties and responsibilities of the Chairperson in the Chairperson's absence;
- Shall carry out the duties as may be assigned by the Chairperson or Executive
- Shall be a signing officer
- Answer PAC emails and respond to WhatsApp chat
- Support events and sub committees, as needed

Secretary

- Shall assume the duties and responsibilities of the Chairperson in the Chairperson's absence;
- Shall keep full and accurate minutes of all General, Special and Annual General Meetings, and present them for approval at the next appropriate meeting of THEPAC.
- Shall issue and receive all correspondence on behalf of THEPAC.
- Shall make all business arrangements attendant to the holding of any meeting of THEPAC.
- May be a signing officer.
- Shall safely keep all records of THEPAC.

Treasurer

- Shall receive, collect and deposit in THEPAC account all funds of THEPAC
- Shall be one of the signing officers of THEPAC account.
- Shall present the net financial position at each general meeting.
- Shall, with the assistance of the Executive, draft a tentative budget

Past Chairperson

- Shall help smooth transition between Chairpersons; Shall assist and advise THEPAC
- Shall act as a consultant for the Chairperson.

Fundraising Coordinator

- Shall be responsible for proposing fundraising projects to the Executive ensuring that they meet the guidelines established by the School and by THEPAC's Constitution and these Bylaws.
- Shall coordinate all activities related to a fundraising event within the School environment and act as liaison between the fundraising committee(s) and THEPAC Executive.

- Shall maintain a record of fundraising projects, suggestions for improvement and future events.

District-Parent Advisory Council Representative

- Shall attend DPAC meetings or designate an alternate to attend
- Shall report to THEPAC regarding issues discussed;
- Shall seek input from THEPAC for presentation at DPAC meetings;
- Shall vote THEPAC's wishes at DPAC meetings;
- Shall maintain THEPAC's information binders with DPAC meeting materials and minutes provided by DPAC, BCCPAC, Ministry of Education and make them readily available to the general membership.

Parent Education Coordinator

- Shall inform members at general meetings of any speakers, workshops or conferences which may be of interest to parents.
- Shall arrange topics and guest speakers for assemblies where a parent education component is desired.
- Shall maintain a complete record of speakers, their topics, handouts and associated costs.
- Shall collect potential speaker information and maintain a record of this information in the parent library.