


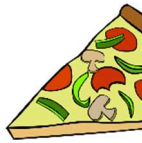






DETAILED JOB DESCRIPTIONS FOR THE EXECUTIVE AND STANDING COMMITTEE HEADS

<u>PARENT ADVISORY COUNCIL (PAC) EXECUTIVE:</u>	
The Executive shall be considered to be comprised of the Executive officers and the Standing Committee Heads	
<u>EXECUTIVE OFFICERS:</u>	
Chairperson:	<ul style="list-style-type: none"> • Individual is responsible for chairing the PAC meetings, act as liaison between parents and school staff; gives notice and copy of all correspondence to Principal, and may delegate responsibilities. • Meets with Executive and School Administration once a month prior to PAC meeting.
Vice-Chairperson:	<ul style="list-style-type: none"> • Assists the chairperson and may take on special projects as needed. • Assumes the role of Chair in the absence of the Chairperson. • Meets with Executive and School Administration once a month prior to PAC meeting.
Past-Chairperson:	<ul style="list-style-type: none"> • Assists the incoming Chairperson
Secretary:	<ul style="list-style-type: none"> • Prepares and posts agenda and minutes of PAC meetings. • Attends to all necessary correspondence. • Meets with Executive once a month prior to the PAC meeting.
Treasurer:	<ul style="list-style-type: none"> • Maintains financial records and reports regularly to the PAC. • Meets with Executive once a month prior to PAC meeting.

STANDING COMMITTEES:

	Early Warning Coordinator:	<ul style="list-style-type: none">• Coordinates, recruits volunteers and maintains Early Warning Program, which ensures daily student attendance records are complete and correct.
	Social Media/Newsletter Coordinator:	<ul style="list-style-type: none">• Keeps social media updates.• Compiles material for a monthly newsletter and coordinates distribution.
	Fundraising Committee Coordinator:	<ul style="list-style-type: none">• Plan and execute fundraising campaigns in consultation with PAC Executive and school administration.
	Hot Lunch Coordinators:	<ul style="list-style-type: none">• Implements and oversees the ordering on MunchaLunch.• Orders food.• Coordinates the distribution of food orders with the assistance of parent volunteers.
	Parent Education Coordinator:	<ul style="list-style-type: none">• Arranges guest speakers of interest to the school community.
	R.D.P.A. Representative:	<ul style="list-style-type: none">• Attends monthly meetings of the Richmond District Parents Association and reports to the PAC on items of interest.
	Special Events Coordinator:	<ul style="list-style-type: none">• With the assistance of a Committee, coordinates special events such as Parent/Teacher Lunches, Dances, Carnivals, etc.
	Grade 7 Farewell/Yearbook Coordinator:	<ul style="list-style-type: none">• Coordinates the collection of material for the yearbook.• Investigates, evaluates and selects a Yearbook publisher.• Coordinates volunteers to head various committees for Farewell Grad Dance/Luncheon.