

# IMPORTANT PAC MEETING!!

Our Elections PAC meeting of the year is going to be on **Wed October 28th, 2020 at 7:00 pm**. We will be having our elections for the PAC Executive for next year. All positions are up for nomination. Below is a brief description of the jobs that are on the Executive.

President – Chairs all meetings

- knows constitution and by-laws
- reads all materials sent to PAC and distributes
- communicates with staff/principal on a regular basis
- is responsible for correspondence along with secretary

Vice President – helps the President

- assumes specific tasks or responsibilities
- understands the role of the president
- fills President's role when President isn't available

Secretary – records minutes of all meetings of the PAC and executive

- circulates minutes and presents them at meetings
- takes attendance at meetings
- assists President with correspondence incl. photocopying and distribution

Treasurer – responsible for all funds

- accurately maintain the bank accounts and financial records
- report regularly to PAC
- submits annual financial report and yearly budget / gaming applications

Hot Lunch coordinator –coordinate the monthly hot lunch days

- arrange to have the necessary volunteers to assist with hot lunch days
- arrange for menus to be supplied to students
- collect monies and tabulate orders prior to hot lunch days

Fundraising Coordinator

- coordinate the fund raising activities
- report back to meetings
- appoint volunteers to assist in the operation of fundraising activities
- will assist the Treasurer in the collection of fundraising monies and detailed reporting of receipts and expenditures

We also have a DPAC position available. The person goes to the monthly meeting at the School Board Office as TF representative and reports back to us at our PAC meetings. The person also holds the voting rights for our school, if there is a vote held at the meeting.

Below is a Nominations form. Please fill it out if you are interested in any of the above positions and return it to your child's teacher. Nominations will be accepted until 7:00 pm Wed Oct 28th, 2020. If you have any questions please email us at: [terryfoxpac@hotmail.com](mailto:terryfoxpac@hotmail.com).

---

I am interested in running for the following positions

_____ Chairperson	_____ Vice Chair	_____ DPAC
_____ Secretary	_____ Treasurer	
_____ Hot Lunch Coordinator	_____ Fundraising Coordinator	

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Child's Name \_\_\_\_\_ Child's Teacher \_\_\_\_\_