

# Albert McMahon PAC



## CHAIR

- Convene and preside at membership, special and executive meetings
- Ensure that an agenda is prepared and presented
- Know the constitution and bylaws and meeting rules
- Know where to find resources to assist members
- Appoint committees where authorized to do so by the executive or membership
- Consult PAC members regularly
- Ensure that the PAC is represented in school and school district activities
- Ensure that PAC activities are aimed at achieving the objectives and purpose of the organization
- Be the official spokesperson for the organization
- Be a signing officer
- Submit an annual report

## VICE CHAIR

- Assume the responsibilities of the Chair in the Chair's absence or upon request
- Assist the Chair in the performance of his/her duties
- Accept extra duties as required
- Be a signing officer
- Manage the BCCPAC Membership

## DPAC REPS

- Attend PAC and DPAC meetings
- Seek and give input on behalf of the PAC to the DPAC
- Report back to the PAC

## MEMBERS AT LARGE

- Serve in a capacity to be determined by the PAC at the time of their election and at other times throughout their tenure as the need of the PAC requires

## ROLE DESCRIPTIONS

### 1 TREASURER

- Be one of the signing officers of the executive
- Receive all funds for the PAC
- Disburse funds authorized by the executive or members
- Maintain an accurate record of all expenditures of the PAC
- Ensure the proper deposit all funds collected on behalf of the PAC in the account at a recognized financial institution approved by the PAC
- Make books available for viewing by the members upon request
- Have the books ready for inspection or audit annually
- With the assistance of the executive draft a budget and tentative plan of expenditures as per Section XIV
- Ensure that another signing officer has access to the books in the event of their absence
- Submit an annual financial statement at the AGM of the PAC

### 2 SECRETARY

- Ensure that members are notified of meeting
- Record the minutes of the general, special and executive meetings
- Keep an accurate and up-to-date copy of the constitution and bylaws and have copies available for members upon request
- Issue and receive correspondence on behalf of the organization
- May be a signing officer
- Safely keep all records of the PAC

### 3 ALL PARENTS

- All parents and guardians of students registered at Albert McMahon Elementary School are voting members of the PAC.
- Administration and staff (teaching and non-teaching) of Albert McMahon Elementary School may be non-voting members of the PAC.
- Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting member of the PAC.

Volunteers  
needed

