

# What does the PAC Executive do?

Our [constitution](#) requires the PAC to have a minimum of 5 elected officers: Chairperson, Treasurer and Secretary, plus 2 Members-at-Large. The Executive can also include up to 5 additional Members-at-Large, and outgoing Executive members.

Here is some info on what these roles involve; some of these roles can easily be shared between 2 people. More detailed role descriptions are available and current Executive members can answer any questions – [exec@emjspac.ca](mailto:exec@emjspac.ca)

Are you wondering about the time commitment for these roles? We've provided some rough estimates for the main positions below, but of course they vary throughout the school year!

## CHAIR

- Calls and chairs Executive & PAC meetings
- Drafts meeting agendas
- Communicates weekly with the Principal and office staff
- Manages email & delegates accordingly
- Assists with drafting the PAC newsletter
- Is the official spokesperson for the PAC
- Knows the ins and outs of the PAC constitution and bylaws
- Meets regularly with the Treasurer to review the budget
- Ensures the PAC is represented in school and SD61 activities
- Ensures that PAC activities are aimed at achieving the objectives and purposes of the PAC as outlined in the [constitution](#)
- Is often a Signing Officer (we need 3 of these)
- Other duties as required!
- **TIME COMMITMENT:** ~2-4 hours/week

## TREASURER

- Is a Signing Officer
- Manages/tracks all funds for the PAC (updates books, deposit and distribute funds as needed) and ensures all financial records are ready for inspection or audit annually
- Provides budget updates at Executive and PAC meetings
- Meets with Chair regularly to review budget
- **TIME COMMITMENT:** ~2 hours/week

## SECRETARY

- Takes minutes at Executive and PAC meetings
- Distributes meeting minutes to PAC Executive for review
- Posts meeting agendas and minutes to the PAC website and on social media where appropriate (or sends to Communications Secretary/Website Manager to post)
- May be a Signing Officer
- Other duties as required!
- **TIME COMMITMENT:** ~1-2 hours/week

## MEMBERS-AT-LARGE

- Assist the Chair in the performance of his/her duties
- Assume the responsibilities of the Chair in his/her absence
- May be a Signing Officer
- Take on extra duties as required or that are of interest, some of which may include:
  - o Hot Lunch coordinator
  - o Staff appreciation
  - o Passive fundraising
  - o Special project committees (e.g., Outdoor classroom, Walk-a-Thon)
  - o Event planning
  - o Volunteer coordinator
  - o School supplies
  - o Emergency supplies
  - o Grant writing
  - o Additional opportunities listed [here](#)
- **TIME COMMITMENT:** Varies by task and level of involvement!

## OUTGOING EXECUTIVE MEMBERS

- Facilitate transitions between incoming and outgoing PAC Executive members
- Attend Executive and PAC meetings in an advisory capacity
- Mentor/train new Executive members

Here are a few other positions that help the PAC run smoothly. Again, these can be shared roles.

## PAC WEBSITE MANAGER

- Manages the PAC website
- Works with Hot Lunch team to set up online ordering
- Set up online ordering for other PAC events as needed
- Communicates with treasurer about payment issues
- **TIME COMMITMENT:** ~1-2 hrs/week

## COMMUNICATIONS/SOCIAL MEDIA SECRETARY

- Drafts the PAC newsletter with support from the Chair as needed
- Manages the PAC Facebook and Instagram accounts
- Works with the website manager to ensure all PAC documents are up to date
- Liaises with school office staff to ensure that PAC info on the school website is up to date
- Other communications duties as required
- **TIME COMMITMENT:** ~1-2 hrs/week

We also require a representative to attend monthly meetings of the [Victoria Confederation of PACs](#) and provide updates as needed at our Executive and PAC meetings (new role for 2023/24).