



Chair

- Meets with the Principal bi-weekly;
- Manages email & delegates accordingly;
- Chairs the monthly PAC information sessions.



Treasurer

- Manages the money;
- Writes the cheques;
- Tracks from where the money comes and where it goes.



Secretary

- Takes the minutes at the monthly PAC sessions;
- Posts agendas & minutes;
- Puts up signs and poster boards the week of the PAC meeting



Member At-Large

- Attends the monthly PAC sessions;
- Coordinates PAC activities of choice.



Communications Secretary

- Communicates news to parents through online newsletters (usually monthly).



Parent Education

- Books evening speaker sessions 3-4 x / year;
- Organizes meeting set-up and snacks;
- Advertises speaker sessions to parents.



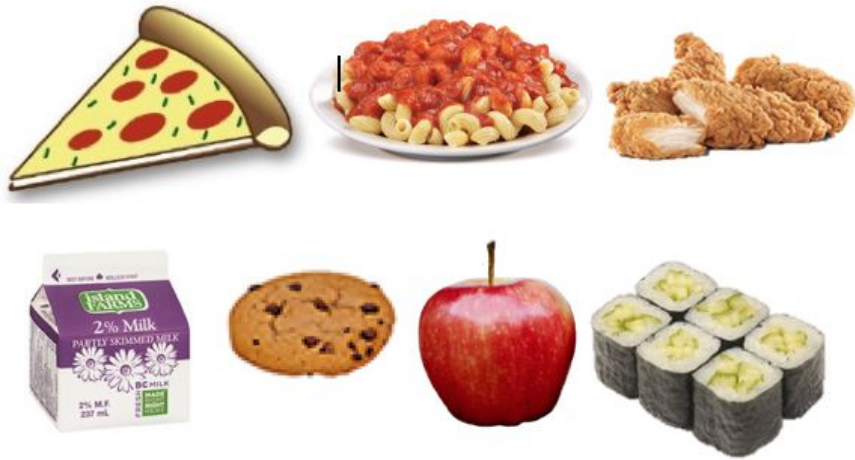
Gr.5 Celebration

- Coordinates with Grade 5 class parents;
- Spearheads activities for end of the year;
- Helps coordinate kids' fundraising if wanted.



Staff Appreciation

- Organize holiday gifts for EMJS staff and administration;
- Organize staff appreciation luncheon in February.



Hot Lunches

- Set up and manage online ordering for parents;
- Liaison with suppliers & coordinates pickup / delivery of food & supplies
- Coordinate volunteers to distribute food to classes



Special Events

- Set up signups to recruit volunteers to help organize welcome week, Fall Dance, Spring Fair or other community building events;
- Help ensure all essential tasks are being carried out

