

DUTIES OF THE ELECTED MEMBERS OF THE PARENT ADVISORY COUNCIL

Chairperson

- consult with the Principal regarding P.A.C. meetings and calendar of events
- call and chair all meetings
- draft Newsletters to be sent to parents/guardians
- invite guest speakers to P.A.C. meetings
- visit school regularly and check mail
- make sure each committee is meeting its objectives
- be one of the financial signing officers
- maintain open and continual communication with Principal and P.A.C. members

Vice-Chairperson

- act in the Chairperson's position in his/her absence
- assist the Chairperson
- inform members about meetings and make sure quorum requirements are met
- encourage attendance at School District meetings
- assist the Executive members
- be one of the financial signing officers

Secretary

- assist Chair in setting agenda for meetings
- keep an up-to-date record of Executive members names and phone numbers
- keep safe all records and documents of the P.A.C.
- help the Chairperson with the newsletters
- keep a copy of "Robert's Rules of Order"
- keep a copy of the Constitution and Bylaws posted on the P.A.C. bulletin board
- assist in keeping correspondence for the P.A.C.
- take attendance at meetings and take accurate minutes (find someone to take in your absence)
- after meetings, provide copies of the minutes

Treasurer

- keep an accurate record of all receipts and expenses
- count & deposit all funds in the bank & disburse funds as necessary (including petty cash)
- give reports of all receipts, expenses and account balances
- be one of the financial signing officers
- have the books ready for inspection and annual audit
- present year-end financial statements
- make sure another signing officer has access to financial information in his/her absence
- assist the P.A.C. Chair with drafting a budget
- reconcile and save all bank statements
- bring bank statements and ledger to all meetings

D.P.A.C. Representative

- make sure Riverdale parents/guardians have a voice at the district level
- make sure that Riverdale is registered with D.P.A.C.
- attend D.P.A.C. meetings and report back to the P.A.C.