

Hi CTS Families,

**Re. Parent Advisory Council (PAC) Annual General Meeting (AGM)  
May 20 at 6:45pm**

We have our upcoming PAC AGM on May 20 at 6:45pm. Due to social distancing and being home, we will be conducting this AGM 100% by video chat. You will also see that we are sharing what all the roles and responsibilities are along with approximate time commitment. However, time commitment can and does change with the dynamic of the executive and decisions about events for our school.

**WE NEED YOU!**

Please consider taking on an executive position for our CTS PAC! Please take a careful look at the available positions. If you're wanting to fill one of the positions, and are nervous, that's ok. There's lots of parents to support you to learn the role. Without an executive, our PAC cannot run volunteer activities or provide PAC-sponsored events and opportunities. We encourage you to consider becoming part of our executive, and hope for a full, active executive. Many hands make light work! The CTS PAC does a great job of supporting our children directly by enriching their learning experiences and opportunities.

The link to the actual meeting will be sent out the day of the meeting.

<https://forms.gle/sVfgdixE2jpk28nZ9>

1. **PAC PRESIDENT**

- Shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary
- Shall be familiar with and follow the Constitution and Bylaws
- Shall ensure that an agenda is prepared and distributed following the Bylaws
- Shall ensure a quorum is present before calling a meeting to order
- Shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee
- Shall be the official spokesperson and representative for the Council, always acting on behalf of the majority of members and not personally
- Shall be one of the three signing officers

2. **PAC VICE - PRESIDENT**

- Shall be familiar with and follow the Constitution and Bylaws
- Shall fill in for the President as required
- Shall coordinate any social event help on behalf of the PAC

3. **TREASURER**

- Shall have a demonstrated ability and/or understanding of bookkeeping procedures
- Shall keep an accurate and current record of all receipts and expenditures of the Council
- Bank statements must be reconciled monthly and made available for review as requested
- Shall assess all financial undertakings to ensure they are within the annual budget
- Shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices
- Shall prepare a written financial report for presentation at each Council meeting
  - This shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit
- Shall be responsible for issuing receipts and the prompt deposit of all monies past to the Council
- Shall ensure all bills are paid promptly
- Shall draft an annual budget with the assistance of the PAC President
- Shall maintain all financial records in an orderly fashion as stipulated by BCCPAC
- Shall apply for Annual Gaming grant
- Shall submit Annual Report
- Time Commitment: 4 to 5 hours/month

4. **DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE**

- Shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf and shall report to the Council regarding issues discussed
- Shall seek input from the Council for presentation at DPAC meetings
- Shall vote the Council's wishes at DPAC meetings
- Shall maintain the Council's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership
- Shall apply for Gaming licenses as needed and submit activity reports
- Time commitment: 3 hours/month

5. **HOT LUNCH COORDINATOR**

- The person in this position will oversee our Hot Lunch Program
- Seek out possible suppliers/school lunch providers
- set dates

- prepare order forms
- count orders
- purchase any extras - sides or options other than main provider
- organize volunteers on Hot Lunch Day
- Time commitment: 3 hours once every several months, hot lunch deliveries 20 minutes once/week

6. **SOCIAL MEDIA COORDINATOR**

- Shall be responsible for maintaining PAC Facebook and Instagram page
- Shall respond to comments/messages from parents in a timely manner
- Shall post reminders/deadlines etc as needed
- Time commitment: 2 to 3 hours/month

7. **RECORDING SECRETARY**

- Shall attend all (or find a fill in) PAC meetings and record minutes
- Time commitment: duration of monthly PAC meetings

Thank you,

Bobbi Taylor  
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