

Duties of Executive

- **Chair:**

The chair shall:

- Convene and preside at all executive, general, and special meetings or notify the chair designate to assume this duty as necessary;
- Be familiar with and follow the Constitution and Bylaws;
- Ensure that a tentative agenda is prepared and distributed via email to members a minimum of five (5) days prior to all meetings;
- Be the official spokesperson and representative for the PAC, except as the executive decides, always acting on behalf of the majority of the members and not personally;
- Be one of at least 3 of the signing officers of the organization;
- Submit a written annual report to the membership;
- Appoint committees where authorized by the membership or executive;
- Ensure the council is represented in school and district activities; and
- Issue and receive correspondence as requested.

- **Vice- Chair:**

The vice-chair shall:

- Assist the chair as needed and assume the duties of the chair in the his/her absence;
- Assume the role of chair, in the event that the chair is unable to continue with his/her duties for the remainder of the elected term;
- Be familiar with and follow the Constitution and Bylaws;
- Be one of at least 3 of the signing officers of the organization if required; and
- Assume the role of co-chair upon agreement with the chair and share required responsibilities.

- **Secretary:**

The secretary shall:

- Record the minutes, including all motions, of all executive, general, and special meetings. In the absence of a secretary from a meeting, the chair shall appoint someone at the meeting to take minutes;
- Prepare draft minutes including action items, and distribute to executive for approval then distribute approved draft minutes to membership within two weeks of any PAC meeting;
- Ensure all final and approved minutes are posted on the École Laronde website (pdf sent to Laronde secretary);

- Keep a current copy of the Constitution and Bylaws and submit updated copies to the District Parent Advisory Council (DPAC) office for safekeeping and reference; and
- Maintain and ensure the safekeeping of all records except those required to be kept by the treasurer and documents in accordance with district policy.

- **Treasurer:**

The treasurer shall:

- Keep an accurate and current record of all receipts and expenditures of the PAC. Bank Statements must be reconciled monthly and made available for review as requested;
- Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices;
- Prepare a written financial report for presentation at each PAC meeting;
- Be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC;
- Ensure all bills are paid promptly;
- With the assistance of the executive and the membership, draft an annual budget;
- Submit annual gaming grant application ensuring monies are tracked and reported;
- Ensure that another signing officer has access to the financial records and books of accounts in the treasurer's absence;
- Ensure reporting and accountings of charitable contributions are in accordance with regulations.
- Ensure that the organization's tax return is prepared and filed with Canada Revenue Agency each year and books and records available for inspection or audit; and
- Be one of one of at least 3 of the signing officers of the organization.

- **Class Parent Coordinator:**

The class parent coordinator shall:

- Inform teachers about class parents and ensure each division has at least one designated class parent;
- Ensure an updated class parent contact list with appropriate emails is available on request; and
- Keep designated class parents up to date with ongoing activities via email.

- **Communications Coordinator:**

The communications coordinator shall:

- Ensure regular appropriate PAC and École Laronde related communication is sent to families registered on larondepac.ca via the PAC online system.

- **Member(s)-at Large:**

The member-at-large shall:

- Attend meetings;
- Assist other executive members as needed; and
- Take the lead in at least one activity or event throughout the year.

- **District Parent Advisory Council (DPAC)**

The District 36 Parent Advisory Council, known as the Surrey DPAC, is a registered non-profit society formed in 1978 to represent the interests of Surrey parents in the public education system.

The DPAC representative shall:

- Attend DPAC meetings and represent, speak and vote on behalf of the PAC;
- Maintain PAC's DPAC registration;
- Report regularly to the membership and executive; and
- Receive circulate and post DPAC information.

- **Past Chair:**

The past chair shall:

- Provide assistance and advice to the PAC executive; and
- Ensure smooth transition between chairs.