



SUMMARY

Provides leadership for the PAC, ensuring meetings are productive, decisions align with bylaws, and the PAC serves the interests of members. Acts as the main point of contact with school administration and external partners.



IMPORTANT SKILLS

Leadership, delegation, conflict resolution, communication, work independently and as part of the team



KEY TASKS

- Chair the PAC Executive and general meetings
- Set meeting agendas and distribute them in advance, according to C&B
- Act as the main spokesperson for the PAC
- Ensure adherence to bylaws and policies
- Liaise with school admin & district reps
- Support board members in carrying out their duties



THINGS TO CHECK IN YOUR C&B

- Role responsibilities and decision-making authority
- Voting procedures & quorum rules
- Term limits and election processes
- Ensure financial processes are being followed



DOCUMENTATION

- Meeting agendas & minutes
- Correspondence with principal & PAC executive
- Annual reports
- File any updates to C&B with the District and DPAC



KEY EVENTS

- PAC & Executive meetings
- Annual AGM & elections
- School events requiring PAC involvement



COLLABORATION AND KEY RELATIONSHIPS

- School administration
- Parents & caregivers
- Surrey DPAC
- Assistant Superintendent, as needed



POTENTIAL CHALLENGES

- Managing conflicts between PAC Executive, members and/or admin
- Maintaining engagement
- Ensuring inclusivity in decision-making
- Keeping PAC efforts focused on all students, not individual circumstances
- Ensuring equity in decision-making



REQUIRED OR SUGGESTED TRAINING

- Learning how to effectively run a meeting (how to pass motions, how to vote, etc)
- PAC governance training
- Gaming grant workshops



SUCCESSION PLANNING AND TRANSITION

- Keep detailed notes on ongoing issues
- Prepare a transition guide for the next Chair
- Involve other PAC members when possible to promote knowledge transfer



NOTES



SUMMARY

Supports the Chair and steps in when needed. Often takes on special projects, oversees subcommittees, or assists with specific initiatives to strengthen PAC activities.



IMPORTANT SKILLS

Supportive leadership, adaptability, communication, problem-solving



KEY TASKS

- Support the Chair & step in when needed
- Assist with meetings & PAC projects
- May oversee subcommittees or special initiatives



THINGS TO CHECK IN YOUR C&B

- Role expectations when acting as Chair
- Succession planning & eligibility for Chair position



DOCUMENTATION

- Project or event planning documents
- Can support the Chair with areas like updating C&B and policies as needed



KEY EVENTS

- PAC meetings & Executive meetings
- AGM & Elections
- Key school-wide initiatives



COLLABORATION AND KEY RELATIONSHIPS

- Chair & PAC board
- School admin, when requested by the Chair for support



POTENTIAL CHALLENGES

- Uncertainty about responsibilities; lack of clarity in transition to Chair, if needed
- Waiting to be tasked with jobs rather than proactively taking on a portfolio or committee work



REQUIRED OR SUGGESTED TRAINING

- Leadership training
- PAC governance training



SUCCESSION PLANNING AND TRANSITION

- Regularly attend meetings with the Chair
- Document processes for smooth role transition
- Do this IN ADVANCE of needing to cover for the Chair



NOTES



SUMMARY

Manages the PAC's finances, ensuring transparency and accountability in spending. Tracks budgets, prepares financial reports, and ensures compliance with funding requirements, including grant reporting.



IMPORTANT SKILLS

Budgeting, financial management, record-keeping, attention to detail



KEY TASKS

- Maintain financial records & bank accounts
- Prepare and present regular financial reports
- Oversee PAC budgets & spending
- Ensure compliance with fundraising & spending policies (expenditures need to be approved in the annual budget by membership)
- Apply for and submit reports for gaming grants (if applicable)



THINGS TO CHECK IN YOUR C&B

- Financial reporting requirements
- Signing authorities for bank accounts
- Use of funds restrictions (e.g., gaming grants)
- Amount PAC Exec can authorize without membership approval
- Time period for account and records transfers when a new Treasurer is elected



DOCUMENTATION

- Bank statements (Digital storage option)
- Annual budget & financial reports
- Grant applications & reports
- Monthly reconciliation



KEY EVENTS

- PAC meetings & Executive meetings
- AGM & Elections
- Financial reporting deadlines
- Fundraising events
- Gaming grant application



COLLABORATION AND KEY RELATIONSHIPS

- Chair
- Hot lunch Coordinator, if applicable
- Fundraising Coordinator
- Bank & Gaming grant departments
- Dry Grad or 7th grade grad committee, if applicable



POTENTIAL CHALLENGES

- Keeping accurate records; ensuring timely reimbursements; grant compliance
- Getting proper documentation and receipts from PAC activities
- Insisting on proper documentation/receipts/invoices before issuing payment
- Equity in fund distribution



REQUIRED OR SUGGESTED TRAINING

- Gaming grant workshops, financial management training



SUCCESSION PLANNING AND TRANSITION

- Maintain clear financial records provide training for successor
- Transfer account access and records within a designated time period after executive transition
- Digitally archive all banking info in a storage location designated by PAC



NOTES



SUMMARY

Distributes agenda and minutes to membership, as directed by the Chair. Takes minutes at general and executive meetings. Keeps PAC records organized and ensures accurate documentation of meetings. Responsible for maintaining communication channels and archiving important PAC materials.



IMPORTANT SKILLS

Organization, minute-taking, document management, attention to detail



KEY TASKS

- Take & distribute meeting minutes within a designated time period
- Maintain official PAC records & correspondence
- Manage PAC communications (emails, newsletters, etc.)



THINGS TO CHECK IN YOUR C&B

- Requirements for minutes & record-keeping
- Communication policies



DOCUMENTATION

- Meeting minutes & agendas
- PAC correspondence & records
- Contact lists



KEY EVENTS

- PAC meetings & Executive meetings
- AGM & Elections



COLLABORATION AND KEY RELATIONSHIPS

- Chair
- PAC members
- Parents for communications



POTENTIAL CHALLENGES

- Ensuring timely minutes distribution
- Organizing large amounts of documentation



REQUIRED OR SUGGESTED TRAINING

- Meeting minutes & records management training



SUCCESSION PLANNING AND TRANSITION

- Keep digital & paper records organized
- Ensure smooth handoff of files



NOTES



SUMMARY

Leads PAC-approved fundraising efforts to support PAC initiatives and school programs. Organizes events, secures sponsorships, and collaborates with the Treasurer to manage funds and ensure financial compliance.



IMPORTANT SKILLS

Creativity, event planning, financial awareness, community engagement



- Plans & coordinates fundraising initiatives (does not have to run every fundraiser but does need to coordinate to ensure financial and risk management compliance)
- Works with Treasurer on budgets
- Keeps records of income and expenses for all fundraising & report on results
- Engages local businesses & community partners
- Ensures there is a volunteer with valid FoodSafe for any activity that involves food, as required



THINGS TO CHECK IN YOUR C&B

- Rules on fundraising & financial accountability (for example, restrictions on types of fundraisers)
- Approval processes for fundraising events
- All fundraising committees, like dry grad and 7th grade grad fundraising, are typically subcommittees of the PAC and the PAC chair is an ex officio member



DOCUMENTATION

- Fundraising plans & reports
- Sponsorship/donor records
- Event permits, if applicable
- Insurance, if applicable



KEY EVENTS

- PAC meetings & Executive meetings
- Fundraising event dates
- Grant application deadlines

COLLABORATION AND KEY RELATIONSHIPS

- Treasurer
- dry grad or 7th grade grad committee
- Club organizers
- Volunteers and committee members
- Community sponsors



POTENTIAL CHALLENGES

- Managing event logistics securing volunteers; meeting financial targets, coordinating with sub-committees and ongoing PAC fundraisers
- Consider equity in financial support to allow students access to school programs



REQUIRED OR SUGGESTED TRAINING

- Event planning training, grant writing workshops



SUCCESSION PLANNING AND TRANSITION

- Keep records of successful fundraisers;
- document community partnerships
- Create a calendar of regular fundraising activities



NOTES



SUMMARY

Recruits and organizes parent volunteers for PAC events and school activities. Ensures volunteers have clear roles and provides support to keep them engaged.



IMPORTANT SKILLS

- Excellent communication and interpersonal skills to build relationships with parents and volunteers.
- Strong organizational abilities to manage multiple tasks.
- Leadership skills to motivate and guide volunteers effectively.
- Ability to work independently and as part of a team.



KEY TASKS

- Create and publicize volunteer positions, including time requirement
- Ensure volunteers understand their roles & expectations
- Recruit & manage volunteer schedules & assignments
- Support event planning committees
- Ensure compliance for Criminal Record Checks, as necessary
- Ensure there is a volunteer with valid FoodSafe for any activity that involves food, as required
- Ensure representation of your diverse school community



THINGS TO CHECK IN YOUR C&B

- Requirements for volunteer participation
- School District screening or approval processes for volunteers



DOCUMENTATION

- Volunteer job descriptions (include necessary skills and time requirement)
- Volunteer lists & contact info
- Event sign-up sheets
- Feedback from volunteers



KEY EVENTS

- PAC meetings & Executive meetings
- Welcome back event sign up volunteers
- Fundraising events
- School-wide activities needing volunteers
- Volunteer recognition and appreciation

PAC Role: Volunteer Coordinator



COLLABORATION AND KEY RELATIONSHIPS

- Fundraising Coordinator
- Chair & PAC members
- Parent volunteers
- School administration and staff



POTENTIAL CHALLENGES

- Volunteer burnout; difficulty getting enough help for events
- Ensuring equity, accessibility and inclusion



REQUIRED OR SUGGESTED TRAINING

- Volunteer management training, event coordination
- Food safety



SUCCESSION PLANNING AND TRANSITION

- Keep a volunteer database; create onboarding materials for new volunteers
- Document events and best practices



NOTES



SUMMARY

Liases between PAC and the District Parent Advisory Council (DPAC). Attends DPAC meetings, reports back on district-wide issues, and represent PAC's perspectives when voting or participating in discussions. Ensures that PAC stays informed about district policies, funding, and advocacy efforts.



IMPORTANT SKILLS

Communication & active listening
Note-taking & information sharing
Advocacy & representation
Willingness to learn about School District governance a plus



KEY TASKS

- Attend monthly DPAC meetings and engage in discussions.
- Represent PAC's views when voting or providing input.
- Share DPAC updates with PAC Executive and give update at PAC meetings, ensuring PAC stays informed of district and provincial issues.
- Identify district-wide concerns that may affect their school community.
- Encourage PAC members to get involved in DPAC initiatives.
- Monitor district policies, funding changes, and education priorities.



THINGS TO CHECK IN YOUR C&B

- DPAC Rep selection process and term length.
- Voting rights and responsibilities at DPAC meetings.
- Procedures for bringing forward motions or concerns from PAC to DPAC.
- Guidelines for reporting back to PAC after DPAC meetings.



DOCUMENTATION

- Meeting notes from DPAC sessions.
- Reports or summaries shared with the PAC.
- Correspondence with DPAC representatives or school district officials.
- Records of key votes or advocacy efforts at the DPAC level.



KEY EVENTS

- Monthly DPAC meetings.
- School district consultations and public engagement sessions.
- PAC and DPAC workshops, training, or networking events.
- Advocacy campaigns or initiatives led by DPAC.



COLLABORATION AND KEY RELATIONSHIPS

- DPAC executive and other DPAC reps.
- PAC executive and general members.



POTENTIAL CHALLENGES

- Understanding complex district policies and funding structures.
- Ensuring PAC views are accurately represented at DPAC.



REQUIRED OR SUGGESTED TRAINING

- DPAC orientation or governance workshops.
- Training on school district structures and decision-making processes.



SUCCESSION PLANNING AND TRANSITION

- Maintain organized records of DPAC meetings and key discussions.
- Provide a transition summary for the next DPAC rep, including contact lists and past reports.
- Encourage PAC executive members to attend DPAC meetings to stay engaged.



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