

RCG Parent Advisory Council Executive Elections

Purpose of Parent Advisory Council (PAC) is:

The purpose of the PAC shall be to promote and support education and to contribute to a sense of school community at RC Garnett Demonstration Elementary School.

The objectives of the PAC are:

1. To enhance communication between the parents, community, School Board, School Administration, the students and staff.
2. To provide for a formal means of consultation and making recommendations respecting any matter relating to the school other than the following matters assigned to the school planning council.
3. At the request of the school planning council, to assist the school planning council in carrying out its functions under the School Act.
4. To promote cooperation between the home and the school in providing for the education of children.
5. To assist parents in accessing the system and to provide advocacy support for the children and their parents.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
7. To organize and provide additional resources to the school through volunteer activities approved by the principal.

The Roles of the PAC Executive are:

A. The President will:

- a) speak on behalf of the Council
- b) consult with Council members
- c) preside at membership and executive meetings
- d) ensure that an agenda is prepared
- e) appoint committees where authorized by the membership or executive
- f) ensure that the Council is represented in school and district activities
- g) ensure that Council activities are aimed at achieving the purposes set out in the constitution
- h) be a signing officer
- i) submit an annual report

B. The Vice-President will:

- a) support the president
- b) assume the duties of the president in the president's absence or upon request
- c) assist the president in the performance of his or her duties
- d) accept extra duties as required
- e) be a signing officer
- f) submit an annual report

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C. The Secretary will:

- a) ensure that members are notified of meetings through newsletters and notices
- b) record and file minutes of all meetings
- c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d) prepare and maintain other documentation as requested by the membership or executive
- e) issue and receive correspondence on behalf of the Council
- f) ensure safekeeping of all records of the Council
- g) may be a signing officer
- h) submit an annual report

D. The Treasurer will:

- a) be one of the signing officers
- b) ensure all funds of the Council are properly accounted for
- c) disburse funds as authorized by the membership or executive
- d) ensure that proper financial records and books of account are maintained
- e) report on all receipts and disbursements at general and executive meetings
- f) make financial records and books of account available to members upon request
- g) have the financial records and books of account ready for inspection or audit annually with the assistance of the executive, draft an annual budget
- h) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- i) submit an annual financial statement at the annual general meeting

E. The DPAC Representative will:

- a) attend all meetings of the DPAC and represent, speak, and vote on behalf of the Council
- b) maintain current registration of the Council
- c) report regularly to the membership and executive on all matters relating to the DPAC
- d) seek and give input to the DPAC on behalf of the Council
- e) receive, circulate, and post DPAC newsletters, brochures, and announcements
- f) receive and act on all other communications from the DPAC
- g) liaise with other parents and DPAC representatives
- h) submit an annual report

F. The immediate Past President will:

- a) advise and support the membership and executive
- b) provide information about resources, contacts, and other matters
- c) submit an annual report

G. Members at Large:

- a) shall serve in a capacity to be determined by the PAC at the time of election and at other times as the PAC requires
- b) shall be strong advocates for meaningful parent involvement in the school and school planning
- c) shall attend general and executive meetings as directed by the membership or executive
- d) shall submit an annual report to the membership