



Parent Advisory Council

ROLES & RESPONSIBILITIES

Effective: May 2, 2017

Table of Contents

1.0	Roles & Responsibilities of the PAC Executive and Representatives	3
	Role of executive	3
	Executive defined	3
2.0	Duties of the PAC Executive	3
2.1	Chair (or Co-Chairs)	3
2.2	Secretary	4
2.3	Treasurer	4
2.4	Members-at-Large	5
2.5	Signing Officers	5
3.0	Duties of PAC Representatives	5
3.1	VCPAC Representative	5

1.0 ROLES & RESPONSIBILITIES OF THE PAC EXECUTIVE AND REPRESENTATIVES

Role of executive

1.1.1 The executive will manage the Council's affairs between general meetings.

Executive defined

- 1.2.1 The executive will include no less than 3 members and up to 7 members maximum. The Executive Committee includes the following roles: Chair (or two Co-Chairs), Secretary, Treasurer, multiple Member-At-Large positions, and such other members of the Council as membership decides. The Chair, Secretary and Treasurer are considered primary positions on the Executive Committee.
- 1.2.2 In the event that all primary Executive Committee positions are not filled, the executive can include 3 members voted by members of Council as Signing Officers. At least one Signing Officer must be an Executive Committee member in a primary position.

2.0 DUTIES OF THE PAC EXECUTIVE

2.1 Chair (or Co-Chairs)

2.1.1 The Chair (or Co-Chairs) 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

2.1.2 The Chair (or Co-Chair) may:

- a) be a signing officer
- b) draft an annual budget

2.2 Secretary

2.2.1 The Secretary will:

- a) ensure that members are notified of meetings
- b) record and file minutes of all meetings
- c) keep an accurate copy of the CTS PAC 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) keep an accurate record of PAC representatives

2.2.2 The Secretary may:

- a) also be a signing officer
- b) draft an annual budget

2.3 Treasurer

2.3.1 The Treasurer will:

- a) ensure all funds of the Council are properly accounted for
- b) disburse funds as authorized by the membership or executive
- c) ensure that proper financial records and books of account are maintained
- d) report on all receipts and disbursements at general and executive meetings
- e) make financial records and books of account available to members upon request
- f) have the financial records and books of account ready for review or audit annually with the assistance of the executive
- g) ensure that another executive member has access to the financial records and books of account in the Treasurer's absence
- h) submit an annual financial statement at the annual general meeting
- i) arrange cash floats for Council events
- j) manage cash handling processes
- k) deposit funds in a timely mannner

2.3.2 The Treasurer may:

- a) also be a signing officer
- b) draft an annual budget

2.4 Members-at-Large

2.4.1 Members-at Large will:

- a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

2.4.2 Members-at-Large may:

- a) also be a signing officer
- b) draft an annual budget

2.5 Signing Officers

2.5.1 Signing Officers will:

- a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- b) be a signing authority

2.5.2 Signing Officers may:

- a) draft an annual budget

3.0 DUTIES OF PAC REPRESENTATIVES

3.1 VCPAC Representative

3.1.1 The VCPAC Representative will:

- a) attend meetings of Victoria Confederation of Parent Advisory Councils (VCPAC) and represent, speak, and vote on behalf of the Council. If unable to attend a meeting, the VCPAC Representative will read the minutes from the missed meeting
- b) maintain current registration of the Council
- c) report regularly to the membership and executive on all matters relating to the VCPAC

- d) seek and give input to VCPAC on behalf of the Council
- e) receive, circulate, and post VCPAC newsletters, brochures, and announcements
- f) receive and act on all other communications from the VCPAC
- g) liaise with other parents and VCPAC representatives

Cloverdale Traditional School, Parent Advisory Council at Victoria, British Columbia, has adopted the above stated roles and responsibilities on _____.

Signatures of Executive Committee:

1) _____
Name, Position Signature

2) _____
Name, Position Signature

3) _____
Name, Position Signature

4) _____
Name, Position Signature

5) _____
Name, Position Signature

6) _____
Name, Position Signature

7) _____
Name, Position Signature