

## **Jackson Elementary – PAC Executive Roles and Responsibilities**

### **President**

- Responsible for convening and presiding at all membership, special and executive meetings;
- Responsible for, in consultation with the principal, ensuring that the school is providing the best possible education for our students;
- Responsible for coordinating special school events;
- Responsible for recruiting new PAC members and school volunteers;
- Should have a flexible schedule to accommodate school and PAC events when attendance is required

### **Vice President**

- Responsible for assuming the responsibilities of the President in the President's absence;
- Responsible for accepting duties as required

### **SPC (School Planning Council)**

- Responsible for, in consultation with the principal, developing and monitoring the school plan;
- Responsible for reporting back to the PAC on the development and progress of the school plan;
- Responsible for representing the parents of the school in the development and monitoring of the school plan

### **Secretary**

- Responsible for recording the minutes of membership, special and executive meetings;
- Responsible for maintaining the PAC files;
- Responsible for issuing and receiving correspondence on behalf of the PAC from all other organizations

### **Treasurer**

- Responsible for, in consultation with the PAC and school, coordinating monthly hot lunch days;
- Responsible for ordering and distribution of the monthly lunch;
- Responsible for working with the treasurer in collecting, counting and depositing of monies;
- Responsible for recruiting volunteers for distributing lunches

### **Fundraiser**

- Responsible for, in consultation with the PAC and school, coordinating school fundraising events;
- Responsible for ordering and distribution of family orders;
- Responsible for working with the Treasurer in collecting, counting and depositing of monies;
- Responsible for recruiting volunteers for distributing of family orders.