

# CLINTON ELEMENTARY SCHOOL PAC AGM

Parent Advisory Council is an organized voice of the parents on matters relating to your student's education. ALL parents and guardians are automatically MEMBERS.

Join us in-person or by Zoom at the AGM and nominate yourself and/or others for one of the PAC Executive positions. You don't need to have been previously involved in the PAC to nominate yourself for a position. There are also five Non-Executive positions and we're looking for enthusiast parents like you to continue the success of this year into next year!

Please feel welcome to email or message PAC with any questions, and you are welcome to reach out to our current members if you'd like to learn more about a certain position.

Preside at general and executive meetings, serve as a direct liaison between school admin and the parent's group, be a signing officer.

## CHAIR

Support the Chair, assume the duties of the Chair in their absence, and help with fundraising and non-fundraising activities, be a signing officer.

## VICE-CHAIR

## ANNUAL GENERAL MEETING

WEDNESDAY, MAY 15, 5:30PM

ALL POSITIONS OPEN FOR NOMINATIONS !



Ensure all funds are properly accounted for, disburse fund as authorized, make financial records available, be a signing officer.

## TREASURER

Notify members of meetings, attend and record and file minutes of general and executive meetings, may be a signing officer.

## SECRETARY

Attend DPAC meetings and represent PAC, report regularly to members and executive on matters relating to DPAC.

## DPAC REP

Attend executive meetings, and help with fundraising and non-fundraising activities as determined by the PAC.

## MEMBER AT LARGE

## Non-Executive Positions

### BOOKKEEPER

Assists the Treasurer with bank reconciliation and deposits, issuing cheques, and applying for annual provincial Gaming grant.

### COMMUNICATIONS Coordinator

Takes lead of creation and distribution of any required flyers, notices and emails, manages the Clinton Elementary PAC Facebook page.

### FUN LUNCH Coordinator

Manages all aspects of the hot lunch program, works closely with the Volunteer Coordinator to ensure parent volunteer support is available.

### FUNDRAISING Coordinator

Takes lead on researching fundraising opportunities, reports on past, current and future activities, works with Communications on promotion of fundraisers.

### VOLUNTEER Coordinator

Works with PAC to put out calls for volunteers as needed, acts as a single point of contact for volunteers at events and activities, keeps an up-to-date record of volunteers.