



Clinton Elementary School Parent Advisory Council

5858 Clinton Street Burnaby B.C. V5J 2M3
clintonpac.sd41@gmail.com

PAC ALLOWS YOU TO:

Give input on financial decisions | Assist with events & activities | Interact with other parents



Purpose of PAC

- To advise the school principal and staff on parents' views and feedback about school programs, policies, plans and activities.
- To organize activities and events, and endeavour to provide parent education.
- To encourage parent involvement in the school.
- To communicate with parents and promote co-operation between the home and the school in providing support for the education of children.
- To assist parents in accessing the system and to advocate on behalf of parents and students.
- To provide financial support for the goals of the PAC, as determined by its membership.
- To advise and participate in the activities of the District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC).

HOW DOES PAC BENEFIT YOUR KIDS?

THE DESTINATION OF FUNDRAISING FUNDS

- Classrooms field trips and supplies
- Computers, software and accessories
- Gym and Music equipment
- Emergency supplies
- Library books
- Clinton families in need
- Support ongoing activities
- School equipment
- Primary Playground
- Filtered Water Bottle Stations
- Other future goals

HOW DO WE MAKE MONEY?

OUR FUNDRAISING EFFORTS:

- Fun lunch - all year
- Entertainment Coupon books
- Donations to the school
- Movie Nights
- Walk-a-thon (every second year)
- Purdy's Chocolate sales
- Memory books
- Freezies sale
- Sports Day Concession



Clinton District Calendar

<http://clinton.burnabyschools.ca/>



Facebook

www.facebook.com/groups/clintonpac.sd41/

THE ANNUAL GENERAL MEETING

AGMs are held at the end of every school year in May to vote on the new PAC Executive team for the following school year. All positions are available. It is important that we have a PAC. Without a PAC the school will not get extra funding to support students.

PAC EXECUTIVE ROLES & POSITIONS

CHAIR

- Chairs PAC meetings
- Calls and chairs executive meeting
- Ensures that an agenda is prepared
- Makes sure that meetings are conducted in an orderly fashion
- Ensures that Council activities are aimed at achieving the purposes set out in the constitution
- Speak on behalf of the council
- Appoint committees where authorized by the membership or executive
- Ensure that the council is represented in school and district activities
- Be a signing officer
- Submit an annual report

SECRETARY

- Ensure that members are notified of meetings
- Record and file minutes of all meetings
- Keep an accurate copy of the constitution and bylaw, and make copies available to members upon request
- Prepare and maintain other documentation as requested by the membership or executive
- Issue and receive correspondence on behalf of the council
- Ensure safekeeping of all records
- May be a signing officer
- Submit an annual report
- Chairs PAC meetings in the absence of the Chair and Vice Chair

DPAC REPRESENTATIVE

- Attends all meetings of Burnaby DPAC and represents, speaks and votes on behalf of the Council
- Reports regularly to the membership and executive on all matters relating to the DPAC receives, circulates, and posts DPAC newsletters, brochures and announcements

VICE CHAIR

- Assists the Chair where necessary
- Chairs PAC meetings when the Chair cannot attend
- Support the Chair
- Assume the duties of the Chair in the Chair's absence or upon request
- Assist the Chair in the performance of duties
- Accept extra duties as required
- Be a signing officer

TREASURER

- Be a signing officer
- Ensure all funds of the council are properly accounted for
- Disburse funds as authorized by the membership or executive
- Ensure that proper financial records and books of account are maintained
- Report on all receipts and disbursements at general and executive meetings
- Make financial records and books of account available to members upon request
- Have the financial records & books of account
- Draft an annual budget with executive assistance
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- Submit an annual financial statement at the annual general meeting

MEMBER AT LARGE

- Serve in a capacity to be determined by the council submit and annual report

PAC MEETINGS

PAC meets monthly at 9:05 am, lasting about 60 minutes. Evening sessions optional, mornings preferred. Executive team meets before each session.