

PAC Position Descriptions

President - *Are you organized and a people person?*

- Attends & chairs each PAC meeting (once a month)
- Creates monthly agenda
- Is the the official spokesperson for the PAC
- Average Monthly Time Commitment: 5+ hours

Vice President - *Are you ready to help out the President when needed?*

- Assumes the responsibilities of the President in the President's absence
- Assists the President with their responsibilities
- Average Monthly Time Commitment: 3+ hours

Secretary - *Are you detail oriented, a great multi-tasker and note taker extraordinaire?*

- Records minutes of the PAC meetings
- Arranges a financial review of the PAC finances at the end of the year
- Average Monthly Time Commitment: 3+ hours

Treasurer - *Are you an adventure seeker and good with money?*

- Creates and maintains an annual budget
- Withdraws and deposits money
- Tracks expenditures and receivables
- Writes cheques and keeps everyone within budget
- * Must have experience with bookkeeping & spreadsheets *
- Average Monthly Time Commitment: 5+ hours

Fundraising Coordinator - *Are you organized and have big ideas? Do you want to help raise money for the school?*

- Researches new fundraising ideas
- Coordinates most fundraising events and delegates tasks to the fundraising committee
- Average Monthly Time Commitment: 5+ hours

Fundraising Committee - *Do you want to help out with fundraising events, but don't want to coordinate the events?*

- Consists of 3-4 people to help out with fundraising events
- Average Monthly Time Commitment: Depends on fundraising activities

Health & Safety Coordinator - *Do you have an eye for safety?*

- Ensures earthquake kits are fully stocked
- Coordinates with the school administration and the View Royal fire department on any other health & safety needs of the school
- Average Monthly Time Commitment: 2+ hours

VRPAC Representative - *Are you interested in other PACs and like to know about upcoming district initiatives, policies or ideas?*

- Attends the VCPAC (Victoria Confederation of Parent Advisory Councils) meetings and reports issues discussed. Meetings are held once per month and there is a lot of opportunity to network and bring back inspiring new ideas for fundraising, activities and school operations.
- Have a say in what happens in our district by being a voice for our PAC at the VCPAC meetings.
- Average Monthly Time Commitment: 4+ hours

Communications Coordinator - *Are you tech minded & like writing? Must have experience with websites!*

- Maintains the PAC Facebook & website
- Contributes PAC news to the school newsletter (every 2 weeks)
- Average Monthly Time Commitment: 4+ hours

Bottle Drive Coordinator - *Are you ready to take on a big money raiser for the PAC?*

- Coordinates bottle drives 2-3 times a year
- Arranges advertising & volunteers for each bottle drive
- Average Time Commitment: ~10 hours/bottle drive

Fun Food Coordinator - *Do you love seeing the children excited for fun food day?*

- Organizes vendors, volunteers & supplies for each fun food day (once a month)
- Sets up and maintains hotlunches.net orders
- * Recommend a team for this position *
- Average Monthly Time Commitment: 6+ hours

Fun Food Committee - *Help out the fun food coordinator and spend lunch with your child!*

- Helps the fun food coordinator where needed
- Helps out at each fun food day: organizing and filling fun food orders
- Average Monthly Time Commitment: 1 hour

Parent at Large

- Attends PAC meetings (voting member) and helps out where needed
- Average Monthly Time Commitment: 2+ hours