

## Brentwood Elementary School

### 2023-2024 Parent Advisor Council

*\*Monthly Meetings – Last Tuesday of every month (except Dec & Mar)\**

#### Vacant Positions

##### **President** (Approximate time commitment = 6-8 hours / month)

- Run and execute monthly meetings.
- In consultation with executive, ensure an agenda is prepared and presented.
- Help organize and support individuals or sub committees.
- Provide overall leadership and ensure that actions are taken to achieve the objectives and purpose of the organization.
- Act as signing officer for cheques and documents.

##### **Vice-President** (Approximate time commitment = 6 hours / month)

- Assist the President and assume the responsibilities of the President in his/her absence.
- Formulate a nomination committee for any new executive in advance of the Annual General Meeting.
- Run the Elections process at the AGM as well.
- May act as signing officer for cheques and documents.

##### **Recording Secretary** (Approximate time commitment = 6 hours / month)

- Call for agenda items and prepare agenda for the upcoming meeting 1 week in advance
- Record the minutes at all PAC meetings and ensure they are posted to the website.
- Ensure attendance is taken at PAC meetings.

##### **Treasurer** (Approximate time commitment = 6-8 hours / month)

- Responsible for and report on the accounts of the PAC.
- Count any cash and make bank deposits as needed.
- Act as one of at least three signing officers of the executive for PAC account
- Present a report at all general meetings on the current financial status of the PAC which shall be posted within the minutes.
- Prepare records for an annual review.
- With the assistance of the executive, draft a budget which will be presented at the Annual General Meeting.

**COPACS Representative (Confederations of Parent Advisory Councils of Saanich)**  
(Approximate time commitment = 6-8 hours / month)

- Attend COPACS meetings and report back to PAC.
- Seek input from the PAC when requested and act as a liaison with COPACS.

**Indigenous Representative** (Approximate time commitment = 6 hours / month)

- Responsible for communicating and acting as a liaison for the Indigenous community at Brentwood Elementary and will bring forth the Indigenous perspective.

**Fun Lunch Coordinator** (Approximate time commitment = 6 hours / month)

- Organize and monitor the HotLunch platform for both Fun Lunch and Popcorn Days.
  - Open / Close order status
  - Enter order details
- Print Labels and Reports for “day of”
- Work with suppliers and place product orders (milk, pizza/sushi/other, treats, etc).
- Work closely with Fun Lunch facilitator to ensure product orders arrive and numbers align.

**Fun Lunch Facilitator** (Approximate time commitment = 6 hours / month)

- Lead/manage the operations of the “day of event” (approx. 9am-Noon).
- Seek out and organize accurate number of volunteers for organizing lunch bags and distribution.
- Work closely with Fun Lunch Coordinator to ensure product orders are placed and numbers align

**Communications Coordinator** (Approximate time commitment = 8 hours / month)

- Manage PAC communication channels including Facebook, Instagram and Website.
- Make regular posting sharing information pertaining to events or happenings.
- Assist with the making of posters or other communication pieces.

**Member at Large** (Approximate time commitment = Varies)

- Shall assist in coordinating and planning PAC events and programs.

**Interested on one of these roles? Or perhaps you're interested in sharing it with another person? Email us at [office@brentwoodpac.ca](mailto:office@brentwoodpac.ca) . All positions will be confirmed during the AGM in May. Thank you!!**