

# **Elections for Parent Advisory Executive Positions – PAC Meeting: May 16, 2019 at 6:30pm**

**Elections for the PAC Executive Positions for the 2019/20 school year will be held at the PAC meeting in May 2019 at École Lac des Bois. If you would like to become involved or would like to nominate someone, please join us on May 16th at 6:30pm. This year the election will be held by secret ballot. The positions available are:**

**President:** Speaks on behalf of the Council, consults with Council members, ensures that members are notified of meetings, presides at membership and executive meetings, ensures that an agenda is prepared, appoints committees where authorized by the membership or executive, issues and receives correspondence on behalf of the Council, ensures that the Council is represented in school and district activities, ensures that Council activities are aimed at achieving the purposes set out in the constitution, acts as a signing officer, and submits an annual report.

**Vice President:** Supports the president, assumes the duties of the president in the president's absence or upon request, assists the president in the performance of his or her duties, accepts extra duties as required, acts as a signing officer, and submits an annual report.

**Secretary:** Records and files minutes of all meetings, keeps an accurate copy of the constitution and bylaws, and makes copies available to members upon request. Prepares and maintains other documentation as requested by the membership or executive, issues and receives correspondence on behalf of the Council, ensures safekeeping of all records of the Council, sometimes acts as a signing officer, and submits an annual report.

**Treasurer:** Acts as a signing officer, ensures all funds of the Council are properly accounted for, disburses funds as authorized by the membership or executive, ensures that proper financial records and books of account are maintained, reports on all receipts and disbursements at general and executive meetings, makes financial records and books of account available to members upon request, has the financial records and books of account ready for inspection or audit annually, drafts an annual budget with the assistance of the executive, ensures that another signing officer has access to the financial records and books of account in the treasurer's absence, and submits an annual financial statement at the annual general meeting.

In addition, we are also looking for volunteers to head committees/be coordinators. In previous years, these have included the DPAC rep, Volunteer Coordinator, Garden Committee, Hot Lunch, and the Plant Sale. If you are interested in heading up a committee, please feel free to contact us at [ldbpac@gmail.com](mailto:ldbpac@gmail.com). Consider getting more involved at École Lac des Bois and helping make these school years memorable for the students at our school!