

APPENDIX A DUTIES OF EXECUTIVE OFFICIALS

A. CHAIR

- shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary
- shall be familiar with and follow the Constitution and Bylaws
- shall ensure that an agenda is prepared and distributed following the Bylaws
- shall ensure a quorum is present before calling a meeting to order
- shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee
- shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
- shall be a signing officer

B. TREASURER

- shall have a demonstrated ability and/or understanding of bookkeeping procedures
- shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and made available for review as requested
- shall assess all financial undertakings to ensure they are within the annual budget
- shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices
- shall prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit
- shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC. Also refer to Finances (Section IX)
- shall be a signing officer
- shall ensure all bills are paid promptly
- shall draft an annual budget with the assistance of the Chair
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC

C. SECRETARY

- shall record the minutes of all general and special meetings
- shall prepare within two weeks of any meeting, complete minutes and ensure their distribution · shall file the copy of the minutes on the PAC website
- shall issue and receive correspondence on behalf of the PAC
- shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference
- shall ensure safe keeping of all records of the PAC
- shall keep a complete and current inventory, including location, of all PAC assets

D. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf · shall report to the PAC regarding issues discussed
- shall seek input from the PAC for presentation at DPAC meetings
- shall vote the PAC's wishes at DPAC meetings
- shall maintain the PAC's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.

E. VICE-CHAIR

- shall assume the responsibilities of the Chair in their absence
- shall accept extra duties as required