

École Luxton Parent Council is looking for a new executive!



What is PAC?

The Parent Advisory Council is a group of concerned parents and guardians who meet to discuss the issues and initiatives of the school. All parents and guardians are considered members of PAC. The elected officers of the PAC Executive act as a leadership team that makes suggestions and carries out the plans made at the PAC meetings. ALL Luxton parents are encouraged to attend meetings and may choose to become active participants or quiet observers. Please contact the school at 204-589-4368 if you are interested and would like more information! PAC will be electing a new executive council on Wednesday, December 8th.

Chair

- Prepare the agenda for the PAC meetings
- Lead monthly PAC executive meetings
- Lead monthly PAC meetings
- Supervise all affairs of the Council and see that all order and resolutions of the council are carried out
- Receive all mail and presents correspondence to the PAC that is of general interest
- Deal with parental concerns
- Create announcements to put into monthly school newsletter (Lunch Program Coordinator and Family Centre Coordinator will submit their own information)
- Create note reminders for upcoming PAC meetings.
- Discuss the agenda with the principal prior to each meeting.



Vice-Chair

- Attend North District Advisory Council Meetings (one per quarter)
- Oversee the Lunch Program.
- Monitor the Lunch Program on a regular basis.
- Ensure administration requirements are being met.
- Work with the Coordinator for all staffing requirements.
- Work with the Coordinator to finalize job descriptions.
- Work with the Coordinator to prepare and hand out the Registration Form.
- Work with the Coordinator to plan the August Staff Training.
- Be the liaison between the PAC Executive and Lunch Program
- Work with the Coordinator to communicate job expectations, playground guidelines, etc.
- Have all staff sign the contract at the beginning of each year.
- Preside meetings, when the Chairperson is absent.
- In the absence of the Chairperson or in the case of his/her inability to act, carry out the duties and assume the responsibilities of the Chairperson.



Secretary

- Provide a sign-up sheet for attendance at each meeting
- Take minutes at PAC meetings
- Type up the minutes, copy and distribute at the following meeting
- Maintain a binder with minutes, reports and other information from each meeting
- All minutes older than 7 years can be thrown away.
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Treasurer

- Handles the budget (as set by PAC)
- Present financial reports to the PAC at the regular meetings, as well as an Annual Report to the PAC Annual General Meeting
- Pays all PAC bills



PUT THE FUN FUNDRAISER



Fundraising Coordinator

There should be at least 3 fundraisers throughout the year - Fall, Winter and Spring.

One should be an "a-thon" because they often earn good money.

All fundraisers should not be for the same sort of thing (i.e. food).

The goal is to raise enough money to meet the needs of the current budget, as well as have some money left over for the beginning of the following year.

If there is a significant amount of money left over, PAC will use that money for other needs as brought forward by the Principal.

Researches options for fundraisers:

Look at Evaluation Forms from previous fundraisers

Look through flyers and brochures received through the school

Speak with past and present PAC Executives to hear what have been successful ideas