

C P P A C confederation park parent advisory council

Nominations are open for the following positions:

CHAIRPERSON (OR CO-CHAIR IF TWO MEMBERS SHARE ROLE)

- directs and coordinates the work of the council
- chairs council meetings for school
- oversees Council financial affairs
- plans agenda with input from the members
- DPAC representative (4 meetings per year)
- signing authority on Council cheques

VICE-CHAIRPERSON

- assume the responsibilities of the Chairperson(s) in their absence, or by request
- assist the Chairperson(s) in the performance of his/her duties
- assume specific tasks or responsibilities assigned by the Chairperson & accept extra duties as required
- be a signing officer

TREASURER

- receives and deposits all monies and oversees the dispersal of funds
- keeps a current record of transactions & prepares monthly financial statements for Council meetings
- signing authority on Council cheques
- with assistance of the Executive, draft a budget and tentative plan of expenditures
- submit an annual financial report at the Annual General Meeting of the PAC

SECRETARY

- records and maintains minutes of all Council and AGM meetings, takes attendance at meetings
- ensures distribution of minutes to Council members and posts minutes on the PAC bulletin board
- keep an accurate copy of the Constitution and Bylaws and if and when changes are made, amend the document, date, post, and distribute as required
- issue and receive correspondence on behalf of the PAC (usually shared by the Chairperson)

DISTRICT PARENT ADVISORY REPRESENTATIVE (DPAC)

- attends Burnaby District (SD41) Parent Advisory Council monthly meetings (1st Monday of each month) and reports back to the Confederation Park PAC

CLASS REPRESENTATIVE CHAIRPERSON

- Recruits a parent from each division to act as a communication liaison between teacher and parents
- Assist class representative in compiling a parent contact list with email / phone information

HOT LUNCH COMMITTEE CHAIRPERSON(S) (two members)

- responsible for the running of the lunch program and oversees the money/order "count"
- works with Council, school staff, parent volunteers to ensure that well-balanced meals are provided

FUNDRAISING COMMITTEE CHAIRPERSON

- possible events currently include but are not limited to: Art Show & Auction, Plant Sale, Pub Night
- review and evaluate fundraising events and new opportunities

EMERGENCY PREPAREDNESS COMMITTEE CHAIR

- responsible for maintaining emergency preparedness supplies in Earthquake Kiosk
- works with Principal to ensure school emergency plan is communicated to parents