

INFORMATION ABOUT P.A.C EXEC COMMITTEE FOR 2024/2025

For the 2024/2025 school year, ALL executive positions have openings, and the non-executive DPAC representative position is also open for nominations.

If you are interested in running for a position please email confedparkpac@gmail.com with the subject "AGM Nomination" and tell us your full name and position(s) you would like to run for.

- Nominations will also be accepted from the floor at the meeting
- Nominations may be withdrawn at any time
- Nominations will be announced in May before the AGM
- Voting will occur at the Annual General Meeting on May 15, 2024

Who is a member of the Parent Advisory Council (P.A.C.)?

- All parents and guardians of children that attend Confederation Park Elementary School are voting members
- Members of the community that are not parents may be non-voting members (e.g. grandparents that are not guardians of children attending the school)
- Administration and school staff may be non-voting members

What has the Parent Advisory Council (P.A.C.) done this year?

- \$10,000+ to financially support:
 - The Lacrosse Sports residency
 - Bollywood Dance Artist residency
 - Classroom supplies for teachers
 - New projector for the library
 - New reading resources that align with current curriculum
 - New sports jerseys
 - Community gatherings
- Organized:
 - Welcome Back BBQ, Welcome Back Coffee
 - Art Show
 - Holiday Pancake Breakfast
 - Movie Night
 - Hot Lunch
- Fundraised:
 - \$600+ from Purdy's Chocolate fundraisers
 - \$6,000+ from Hot Lunch to date
 - \$13,000+ from Art Show

What else does the P.A.C. have planned for term 3?

- End of Year/AGM Community Gathering
- Sports Day treats
- Teacher Appreciation Luncheon and Gifts
- Memory Book

How have members of the P.A.C. contributed?

- Sorted and distributed hot lunch every week
- Volunteered at the Art Show
- Volunteered at events and fundraisers
- Attended P.A.C. meetings
- Financially supported our events and fundraisers

All P.A.C. roles have specific duties and shared duties. We encourage you to consider sharing a role with another parent/friend. All roles may be shared.

Chair

- Official spokesperson of the P.A.C
- Convene and preside over all meetings assisted by Vice Chair
- Signing Officer, works closely with Treasurer to stay on budget
- Lead and plan events

Vice Chair

- Assists the Chair on all duties
- Assumes responsibilities of Chair in their absence
- Signing Officer, works closely with Treasurer to stay on budget
- Lead and plan events

Treasurer

- Signing Officer
- Receives all funds for the P.A.C and disburses funds authorized by the executive
- Maintains a record of all transactions
- Monitors expenditures and the budget
- Gives fiscal reports at P.A.C meetings
- Prepares year end reports and draft budget with Chair and Vice Chair

Secretary

- Record minutes of all meetings
- Distribute agenda, minutes and communications to parents
- Helps plan events and fundraisers

District P.A.C. Representative

- Attend DPAC meetings (monthly)
- Attend P.A.C meetings and provide a report on DPAC news
- Act as a liaison between school and district

Shared Duties

- Draft agendas, review minutes and attend meetings
- Communicate between the parents and school (drafting emails, posting to the FB group)
- Organize and plan school events to promote a sense of community
- Organize and plan fundraisers
- Act as a liaison between parents/community and school staff

Time Commitment

- Exec attend all P.A.C. meetings and occasional Exec P.A.C. planning meetings
- Preparing for P.A.C. meetings and writing up minutes may take 1-2 hours/month
- Time commitment for each event depends on the size of the event and number of volunteers.
 - Art Show is the most time intensive
 - Many other events require a bit of planning and picking up food/catering and then finding volunteers to help set up/be at the event/take down and clean up.
 - The more volunteers the better!

If you are interested in running for a position please email confedparkpac@gmail.com with the subject "AGM Nomination" and tell us your full name and position you would like to run for. Nominations will be announced at the AGM – nominations will also be taken from the floor at the AGM in May.

Please contact us at confedparkpac@gmail.com to get more details from any of the current executive:

Chair - Kate Jin

Vice Chair - Nancy O'Brien

Treasurer - Jacqueline Young Tsolov

Secretary - Wendy Li Cheah

DPAC rep - Kathleen Pennykid

At a minimum, we need nominations for the Chair and Treasurer position for 2024/2025. If these positions cannot be filled the P.A.C. will be dissolved for next year, and all current funds in our operating account must be dissolved. This is upwards of \$40,000 raised by our community over the past years.

Thank you,
The PAC Exec