

Magee PAC Executive Summary of Roles & Responsibilities

Executive

Role	Responsibilities	2022-2023
Co-chairs	<ul style="list-style-type: none"> • Call and chair general and executive meetings • Create agenda and track action items • Hold regular meetings with school administration • Act as official spokesperson(s) for the PAC • Is a signing officer for the PAC accounts • Connect with PAC regularly • Be familiar and follow PAC's governance rules • Submit annual report to the PAC 	Shannon & Sarah
Chair Advisors	<ul style="list-style-type: none"> • Provide advice and guidance to co-chairs • Enable transition of knowledge and best practices of PAC operations throughout 2022-2023 school year 	Skye & Maria
Treasurer	<ul style="list-style-type: none"> • Keep financial records • Report financials to the PAC on regular intervals, see monthly example and annual report • Submits BC Gaming Grant application for following year between April 1 and June 30 @ \$20/student based on current year • Notifies PAC when GG comes is received (end of September) • Creates tables with accurate accounting of PAC monies • Ensure that any GG funding is used up within a three year maximum timeline • Requests information from school accountant and monitors general account • Is one of the signatories for financial transactions 	Monica
Backup treasurer	<ul style="list-style-type: none"> • Learn treasurer role • Assist treasurer as required 	Vacant
Secretary	<ul style="list-style-type: none"> • Takes minutes for general and executive meetings • Posts draft meeting into slack and in the "In-Progress" PAC Google Folder for review • Transfers files and maintains a organized Google Drive • Discusses and informs executive on any structural changes to the storage of PAC recorded information • Tracks ACTION ITEMS and helps facilitate completion by managing the status of those items 	Mira
Backup secretary	<ul style="list-style-type: none"> • Learn secretary role • Assist secretary as required 	Vacant

DPAC rep	<ul style="list-style-type: none"> • Attend DPAC meetings and bring back any pertinent information to Magee PAC • Represent Magee PAC at DPAC 	Skye
Communications lead	<ul style="list-style-type: none"> • Facilitates communication from PAC to Magee parent community • Writes announcements for inclusion in principal's Magee newsletters • Facilitates informal communication amongst parent community via chat groups 	Vacant
Fundraising lead	<ul style="list-style-type: none"> • Leads and coordinates PAC fundraising efforts 	Sandra
Volunteer lead	<ul style="list-style-type: none"> • Follows-up with parents who express interest in volunteering with PAC • Compiles list of parent volunteers 	Sandra
Event/hospitality coordinator	<ul style="list-style-type: none"> • Coordinates food/drinks for PAC meetings and events 	Janice
Parent education lead	<ul style="list-style-type: none"> • Coordinates parent education events 	Vacant
Website coordinator	<ul style="list-style-type: none"> • Magee PAC website updates 	Stella
Chinese Parents Liaison & Translator	<ul style="list-style-type: none"> • Provides Chinese translation at meetings as required • Translates documents to parents as required • Assist with engaging with parents in Chinese 	Michelle Zhao

Non-executive:

Grad committee lead	<ul style="list-style-type: none"> • Organizes dry grad event 	
Teacher appreciation luncheon lead	<ul style="list-style-type: none"> • Organizes teacher appreciation lunch 	Janice