

Richmond A.R. MacNeill Secondary School

PAC Executive Roles and Responsibilities

The Chairperson

- Sets the dates Agenda for each PAC meeting with the Principal
- Meets regularly with the Principal or when concerns arise that the Principal should know about
- Organize the presentation(s) before the monthly meeting
- Runs the PAC meetings following the Agenda that has been set
- Connects with the Richmond District Parent Association regularly
- Supports other members of the executive be a signing officer submit an annual report

Secretary

- Record and file minutes of each PAC meeting
- Ensure safekeeping of all records of the council
- Makes copies of the minutes of each meeting and distributes them at the next meeting for the membership and executive

Treasurer

- Be a signing officer
- Disburse gaming funds as authorized by the membership or executive
- Report on all receipts and disbursements at general and executive meetings
- Have the financial records and books of account ready for inspection or audit annually
- submit an annual financial statement at the annual general meeting

Members at Large

- Commit to attending each PAC meeting through the school year
- Help out when needed during special events or when called upon

Updated on May 2016