

Burnsview PAC Duties of Officers:

(Term dates: June 1 – May 31)

### Executive Positions

#### 1. President

- Shall convene and preside at all membership, special, and executive meetings
- Shall, in consultation with the school staff and Principal and Vice Principal(s), ensure that an agenda is prepared and presented.
- Shall appoint committees where authorized to do so by the executive or membership
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization, and
- Shall be the official spokesperson for the organization.

#### 2. Past President

- Shall help make smooth transition between presidents
- Shall act as a consultant for the president.

#### 3. Vice President

- Shall assume the responsibilities of the President in the President's absence, and
- Shall accept extra duties as required.

#### 4. Secretary

- Shall record the minutes of membership, special, and Executive meetings, and
- Shall issue and receive correspondence on behalf of the organization.

#### 5. Treasurer

- Shall be responsible for the report on the accounts of the organization,
- Shall be one of the three signing officers of the Executive as per Section XV
- Shall prepare a written financial report to be presented at each PAC meeting and included as part of the PAC minutes, as per Section XV.
- Shall prepare a Treasurer's Annual Report to all members for presentation at the Annual General Meeting as per Section XV, and
- Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XV

#### 6. District PAC Representative

- Shall attend and represent the Burnsview Secondary School PAC at Delta DPAC meetings
- Shall report back to the PAC, and
- Shall seek input from the PAC when requested

#### 7. School Planning Council Representative

- Shall be one of three elected SPC representatives
- Shall represent and speak on behalf of the PAC at SPC meetings,
- Shall take direction from the general PAC membership
- Shall report back to the PAC at general meetings
- Shall perform other duties in accordance with the School Act.