

Are you passionate about creating a fun, caring, and safe environment for all Byng Elementary students? Do you want to make a positive impact in your child's school? If so, then join the PAC Executive or become a Committee Coordinator!

You will have the opportunity to foster communication between school administrators, teachers, and parents. You will help plan and organize exciting community-building activities for our families, such as dances, movie nights, and even Pub nights for our parents! Or, you can play a crucial role in providing weekly hot lunches for Byng students, ensuring they have nutritious and delicious meals throughout the school year.

So, if you're looking for an exciting opportunity to make a difference in our tightly-knit community, then we invite you to join either the PAC Executive or one of our Committees. Don't miss your chance to contribute to our students' education and well-being while having fun and building meaningful connections with other parents. Email [lordbyngelementarypac@gmail.com](mailto:lordbyngelementarypac@gmail.com)

## **EXECUTIVE**

Regular attendance at monthly meetings and the Annual General Meeting is required.

### **CHAIRPERSON**

Responsibilities:

- Set the agenda and chair meetings for the Parent Advisory Committee (PAC)
- Review and proofread minutes before distribution to ensure accuracy and clarity
- Demonstrate in-depth knowledge of the organization's constitution and bylaws
- Provide mentorship to new parents to foster a welcoming and inclusive community
- Undertake additional tasks as needed and delegate tasks to appropriate individuals
- Utilize tactful communication strategies to resolve conflicts and diffuse hostility

Qualifications:

- Previous experience in an executive committee role is preferred
- Strong diplomatic and democratic skills to foster collaborative decision-making
- Excellent organizational skills to effectively plan and manage events
- Passionate about making a positive impact in the lives of young children

Commitment:

- The position requires a commitment of 10 hours per month.

### **VICE CHAIRPERSON**

Responsibilities:

- Assist the Chairperson in executing their duties and responsibilities
- Chair Parent Advisory Committee (PAC) meetings in the absence of the Chairperson
- Provide assistance to other committee members as needed

- Encourage and recruit new parents/guardians to join committees

Qualifications:

- Previous experience in a PAC committee role is preferred
- Strong team player with the ability to lead when necessary
- Positive attitude and demeanor to foster cohesiveness and teamwork
- Excellent communication skills to effectively engage and motivate others

Commitment:

- The position requires a commitment of 5 hours per month.

## **TREASURER**

Responsibilities:

- Provide regular financial reports at each Parent Advisory Committee (PAC) meeting
- Perform monthly bank reconciliations in a timely manner
- Receive, collect, and deposit funds into the GC PAC accounts
- Issue payments in a timely and accurate manner
- Ensure that all checks are signed by authorized signatories
- Prepare cash floats for events as required
- Apply for lottery licenses and grants to secure additional funding
- Prepare a year-end financial report for the organization
- Complete charity return by due date each year
- Provide tax receipts as needed
- Prepare annual gaming report needed to receive gaming grant

Qualifications:

- Demonstrated honesty, integrity, and ethical conduct in all financial matters
- Strong understanding of financial management principles and practices
- Detail-oriented and organized with the ability to manage financial records and transactions accurately
- Excellent communication skills to effectively present financial reports to committee members

Commitment:

- The position requires a commitment of 5 hours per month.

## **SECRETARY**

Responsibilities:

- Record accurate and detailed minutes during Parent Advisory Committee (PAC) meetings
- Ensure that meeting minutes are properly stored and organized
- Type up minutes for distribution to parents

- Present relevant correspondence at PAC meetings

Qualifications:

- Strong attention to detail and the ability to record meeting minutes accurately and legibly
- Excellent organizational skills to manage and maintain meeting minutes
- Proficiency in Microsoft Office or similar software to create and distribute minutes
- Respect for confidentiality and the ability to protect the privacy of individuals
- Strong communication skills to effectively present correspondence and updates to committee members

Commitment:

- The position requires a commitment of 3 hours per month.

## **MEMBERS AT LARGE**

### **FUNDRAISING COORDINATOR**

Responsibilities:

- Develop and recommend fundraising strategies to executive members at the beginning of the year
- Schedule fundraising events throughout the year, ensuring even distribution
- Create, distribute, and collect order forms for fundraising events
- Coordinate the collection and counting of money with parents and the Treasurer
- Make arrangements for the delivery of orders and coordinate distribution with parent volunteers
- Lead or assist with fundraising events as needed

Qualifications:

- Previous experience in fundraising or event planning preferred
- Strong organizational skills and attention to detail
- Excellent communication skills to liaise with parents, school administrators, and suppliers
- Ability to work collaboratively with a team of parent volunteers and executive members
- Passion for supporting school programs and initiatives through fundraising

Commitment:

- Variable and dependent upon fundraising event frequency and demands of the event

## **GRANTS RESEARCHER**

Responsibilities:

- Research grant opportunities for various PAC objectives
- Report to PAC Executive at meetings on various grant opportunities available

- Write grant applications and submit

Qualifications:

- Excellent communication and writing skills
- Strong organizational skills and attention to detail
- Strong research skills

Commitment: 1-2 hours per month

## **COMMUNICATIONS COORDINATOR**

Responsibilities:

- Responsible for effectively communicating information to Byng Elementary parents on behalf of the Parent Advisory Council (PAC).
- Acts as a point of contact, moderator, and administrator on various social media accounts such as Facebook
- Post school and PAC updates to all related social media accounts.
- Work closely with other members of the PAC executive committee to ensure effective communication and collaboration

Qualifications:

- Excellent communication skills
- Experienced in managing social media groups

Commitment: 3 hours per month

## **AITC FRUIT & VEGETABLE COORDINATOR**

Responsibilities:

- Manage the Agriculture in the Classroom (AITC) fruit and vegetable program
- Work with supplier to receive fresh produce and ensure timely delivery
- Distribute fresh produce to classrooms to encourage healthy eating habits among students
- Coordinate and oversee volunteer support for program activities

Qualifications:

- Valid Food Safe certificate
- Strong leadership skills to effectively manage a team of parent volunteers
- Strong organizational and time management skills to manage orders and distribution
- Excellent communication skills to effectively communicate with parents, vendors, and other committee members
- Passion for promoting healthy eating habits among students

Commitment:

- The position requires a commitment of 3 hours per month

## **PARENT EDUCATION COORDINATOR**

Responsibilities:

- Research various parent education options based on current trends
- Report to PAC Executive at meetings on findings
- Coordinate with speakers and schedule the events

Qualifications:

- Strong organizational skills and attention to detail
- Strong research skills

Commitment: 1-2 hours per month

## **RDPA REPRESENTATIVE**

Responsibilities:

- Act as a liaison between the Byng Elementary PAC and the Richmond District Parents' Association (RDPA)
- Attend RDPA meetings and provide updates and information to the Byng Elementary PAC
- Communicate effectively with both RDPA and Byng Elementary PAC members

Qualifications:

- Strong communication and interpersonal skills
- Ability to attend RDPA meetings regularly and report back to the Byng Elementary PAC

Commitment:

- The position requires a commitment of 3 hours per month to attend RDPA meetings and provide updates to the Byng Elementary PAC. The representative should be reliable and able to fulfill their duties consistently.

## **SOCIAL COORDINATOR**

Responsibilities:

- Schedule social events throughout the year, ensuring even distribution (ie. Movie nights, skate night, Pub night, etc)

- Coordinate the volunteers needed for events
- Make arrangements with vendors as needed

Qualifications:

- Strong organizational skills and attention to detail
- Excellent communication skills to liaise with parents, school administrators, and suppliers
- Ability to work collaboratively with a team of parent volunteers and executive members
- Passion for creating community among school families through social events

Commitment:

- Variable and dependent upon social event frequency and demands of the event

## **HOT LUNCH COORDINATOR**

Responsibilities:

- Research available options for hot lunches at the beginning of the school year
- Develop a menu of hot lunches that is appealing to children and fits within the organization's budget
- Oversee all aspects of the Munchalunch order platform, which includes setting up lunch sessions, uploading food menus, and managing orders, among other responsibilities
- Distribute hot lunches with the assistance of other Food Safe certified parent volunteers
- Provide support for school events such as Sports Day and movie night as needed

Qualifications:

- Valid Food Safe certificate
- Strong leadership skills to effectively manage a team of parent volunteers
- Experience in food service or event planning is preferred
- Strong organizational and time management skills to manage food orders and distribution
- Excellent communication skills to effectively communicate with parents, vendors, and other committee members

Commitment:

- The position requires a commitment of 5 hours per month.