

## **Section XI - Duties of Officers<sup>i</sup>**

- The Chairperson(s) shall:
  1. convene and preside at membership, special, and executive meetings
  2. ensure that an agenda is prepared and presented
  3. know the constitution and bylaws and meeting rules
  4. know where to find resources to assist members
  5. appoint committees as required in consultation with the Executive
  6. consult PAC members regularly
  7. ensure that the PAC is represented in school and school district activities
  8. ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
  9. be the official spokesperson for the organization
  10. be a signing officer
  11. submit an annual report
  
- The Vice-Chairperson shall:
  1. assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
  2. assist the Chairperson in the performance of his/her duties
  3. accept extra duties as required
  4. be a signing officer
  
- The Secretary shall:
  1. ensure that members are notified of meetings
  2. record the minutes of general, special, and executive meetings
  3. keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
  4. issue and receive correspondence on behalf of the organization
  5. may be a signing officer
  6. safely keep all records of the Council

7. ensure official notice is given to the school and Vancouver School Board of all Executive Officer elections or changes, and register the Constitution and Bylaws and any amendments with VSB and school
- The Treasurer shall:
    1. be one of the signing officers of the executive
    2. receive all funds for the Council
    3. disburse funds authorized by the executive or members
    4. maintain an accurate record of all expenditures of the Council
    5. give a report of all receipts and expenditures at all general meetings
    6. deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
    7. make books available for viewing by members upon request
    8. have the books ready for inspection or audit annually
    9. with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV
    10. ensure that another signing officer has access to the books in the event of his/her absence
    11. Establish and maintain a separate 'PAC gaming account' for receipt and disbursement of all gaming funds, in accordance with BC regulatory requirements.
    12. submit annual gaming summary or other reports as required to regulatory authorities
    13. submit an annual PAC financial statement at the Annual General Meeting of the Council
  - The District Parent Advisory Council representative shall:
    14. Represent the views and positions of Kits PAC to the District Parent Advisory Council for Vancouver School District.
    15. Act as a liaison between the DPAC and PAC, and provide PAC with information about District events, policies and developments.
    16. Vote at DPAC as a representative of Kits PAC.
    17. Provide liaison with provincial parent bodies, including BCCPAC, in the absence of any other specifically designated

representative from PAC.

- The Past Chairperson shall:
  - 18.help smooth the transition between the old and new Executive
  - 19.assist, advise and support the PAC
  - 20.provide information about resources, contacts, and other essential information to the PAC
  - 21.act as a consultant for the Chairperson

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<sup>i</sup> Excerpt taken from the Kitsilano PAC Constitution and By-laws Document