

## Crescent Park PAC Volunteer Position Job Description

**Job Title:**

**PAC Vice President**

**Purpose:**

To provide support to the PAC President.

**Location:**

Home, School

**Key Responsibilities:**

## Obligatory:

- Support the President
- Attend and participate in monthly meetings
- Assume the duties of the President in the President's absence or upon request
- Assist the President or other executive members in the performance of her or his duties
- Accept extra duties as required

## Optional:

- Act as a signing officer (if required)
- Manage and create PAC communications (Facebook page and notice boards)

**Reports to:**

PAC President

**Length of Appointment:**

July 1<sup>st</sup> – June 30<sup>th</sup>  
Appointed for one year. May serve a total of two consecutive years.

**Time Commitment:**

Varies throughout year.  
Attends monthly meetings.

**Qualifications:**

Ability to work with volunteers, staff and administration. Non-profit Board experience an asset. Ability to plan and run meetings effectively. Ability to adhere to confidentiality requirements.

**Support:**

PAC executive and committee members.