

Crescent Park PAC Volunteer Position Job Description

Job Title:

PAC President

Purpose:

Manage the affairs of the Parents Advisory Committee.

Location:

Home, School

Key Responsibilities:

Obligatory:

- Speak on behalf of the committee
- Consult with committee members
- Preside at general and executive meetings
- Ensure that an agenda is prepared and presented for all meetings
- Follow up on actionable items from previous meetings
- Appoint committees where authorized by the membership or executive
- Ensure that the council is represented in school and district activities
- Ensure that the council's activities are aimed at achieving the purposes set out in the constitution
- Act as a signing officer
- Liaison with school administration
- Respond to PAC inquiries from school administration, parents, and outside groups

Optional:

- Manage and create communications on behalf of the committee (weekly PAC e-newsletter, PAC website, general PAC email address)
- Update and maintain PAC website

Reports to:

PAC Membership

Length of Appointment:

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

Time Commitment:

Varies throughout year. At least a few hours every week.

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 Vice President and other executive members.