

| Crescent Park PAC Volunteer Position Job Description | |
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| Job Title: | |
| | PAC Secretary (or Co-Secretary*) |
| Purpose: | |
| | To record and archive the affairs of the committee. |
| Location: | |
| | Home, School |
| Key Responsibilities: | |
| | <ul style="list-style-type: none"> - Ensure that members are notified of meetings - Record and file minutes of all meetings - Submit an annual summary of PAC Activities and accomplishments at the annual general meeting - Keep an accurate copy of the constitution and bylaws and make copies available to members upon request - Prepare and maintain other documentation as requested by the membership or executive - Issue and receive correspondence on behalf of the committee, as requested - Ensure the safekeeping of all records of the committee in accordance with District policy - May be a signing officer |
| Reports to: | |
| | PAC Executive, Members |
| Length of Appointment: | |
| | July 1 st – June 30 th Appointed for one year. May serve a total of two consecutive years. |
| Time Commitment: | |
| | 3-5 hours per month Attends monthly meetings. Records and distributes Minutes. |
| Qualifications: | |
| | Experience taking meeting minutes or familiarity with Robert’s Rules of Order. Ability to adhere to confidentiality requirements. Knowledge of word processing software and ability to use email. Knowledge of website applications useful. |
| Support: | |
| | PAC executive and committee members. |

* This role can be shared between 2 elected individuals. This is highly recommended if it will be difficult for 1 interested person to attend the majority of meetings.