



Hawthorne Elementary School PAC

5160 Central Avenue, Delta, B.C. V4K 2H2

www.hawthornepac.ca

General Inquiries Email: pac.hawthorne@gmail.com

PAC Chair Email: pac.hawthorne.chair@gmail.com

2024 PAC AGM & Call for Nominations

Date: Thursday, June 6th

Time: 6:00pm

Location: Hawthorne Library & Zoom

PAC CHAIR

Responsibilities:

1. Speak on behalf of the Council.
2. Consult with Council members.
3. Preside at membership and executive meetings.
4. Ensure that an agenda is prepared.
5. Appoint committees where authorized by the membership or executive.
6. Ensure that the Council is represented in school and district activities.
7. Ensure that Council activities are aimed at achieving the purposes set out in the constitution.
8. Be a signing officer.
9. Monitor any BC Gaming events and sign off on the BC Gaming annual report.

Time commitment: Approximately 15-20 hours per month

Current Nominations: Stefanie Vandermeer

PAC VICE-CHAIR

Responsibilities:

1. Support the Chair.
2. Assume the duties of the Chair in the Chair's absence or upon request.
3. Assist the Chair in the performance of his or her duties.
4. Accept extra duties as required.
5. Be a signing officer
6. Have read and understood the BC Gaming rules and regulations.
7. Monitor any BC Gaming events.
8. Sign off on the BC Gaming annual report.
9. Take a role on a committee and/or become the teacher/PAC liaison.

Time commitment: Approximately 10-15 hours per month

Current Nominations: Jenna Berry

MEMBER-AT-LARGE

Responsibilities:

1. Serve in a capacity as outlined by the Council at the time of election
2. Should participate in one committee.
3. Attend at least 4 PAC meetings within the term.
4. Oversee the duties and responsibilities of the Chair and Executive

Time commitment: Approximately 2-4 hours per month

Current Nominations: N/A

PAC TREASURER

Responsibilities:

1. Be a signing officer.
2. Ensure all funds of the Council are properly accounted for.
3. Disburse funds as authorized by the membership or executive.
4. Ensure that proper financial records and books of account are maintained.
5. Report on all receipts and disbursements at general and executive meetings.
6. Make financial records and books of account available to members upon request.
7. Have the financial records and books of account ready for inspection or audit annually.
8. With the assistance of the executive, draft an annual budget.
9. Ensure financial records and books of account are accessible in treasurer's absence.
10. Must read, understand and keep a physical copy of the BC Gaming rules & regulations
11. Monitor any BC Gaming event.
12. Prepare and sign off on BC gaming event reports within the timeframe after the event.
13. Prepare and sign off on the BC Gaming annual report.
14. Submit an annual financial statement at the annual general meeting.

Time commitment: Approximately 5-10 hours per month

Current Nominations: N/A

PAC SECRETARY

Responsibilities:

1. Record minutes during the (6) PAC meetings during the school year
2. File and upload the meeting minutes to the internal Executive Google Drive
3. Ensure the minutes are sent to our Communications Lead to post on our PAC website

Time commitment:

Approximately 2 hours overall for each of the (6) meetings; this includes attending the meetings and preparing the minutes.

Current Nominations: Mel Stephens

For more information:

www.hawthornepac.ca > About the PAC > Hawthorne PAC - Bylaws and Constitution 2023

Interested or have more questions?

Please email: hawthorne.pac.chair@gmail.com if you are interested in any of the above Executive positions and would like to put your name in for nomination - we'd love to hear from you!