

Executive Committee	Tasks
President	<ul style="list-style-type: none"> • Sets agenda and chairs monthly meetings of the Council • Delegates as needed • Attends special meetings as required • Coordinates special projects as needed • Performs duties pertaining to office
Vice-President	<ul style="list-style-type: none"> • Assists President as required • Chairs meetings in the absence of the President • Attends special meetings as required
Secretary	<ul style="list-style-type: none"> • Keep full and accurate minutes of all meetings of the PAC • Type up and submit minutes before the next meeting • Other communication as required
Treasurer	<ul style="list-style-type: none"> • Receive, collect and deposit all funds collected by the council • Keep accurate records of all receipts and expenditures • Pay by cheque or money transfer which have been approved by the Executive Committee • Signs all cheques along with either the President, Vice-President, or Secretary • Submit financial statements at each meeting and present an annual report at the AGM
Members at Large	<ul style="list-style-type: none"> • Attend PAC meetings regularly • Submit your vote in relation to issues presented • Share views as representatives of the larger community

Sub Committees				
	Coordinator	Tasks of Coordinator	Communications Coordinator	Treasurer
Movie Nights	Chris Garroni	<ul style="list-style-type: none"> confirm gym availability with Admin who will complete permit for School Division select movies arrange for license to show movies (check with Admin) arrange and purchase/pickup snacks Communicate dates and times with the Communications Coordinator, Treasurer and President Use Sign Up Genius to request volunteers as needed and get President to send it to the parent community Brent Hulme to organize Royal Bank Volunteers Make poster to be emailed to the parent community by the school 	<ul style="list-style-type: none"> Facebook and Twitter post 1 week before the event on GV PAC Facebook Page and Twitter page 	<ul style="list-style-type: none"> ensure float and cash box are available
Fun Lunches	Joanne Hulme and Christina Bryan	<ul style="list-style-type: none"> Organize dates, restaurants Coordinate milk delivery/pickup and snack (chips pickup) Distribute food on the day of delivery Communicate with the school regarding Fun Lunch Dates, issues, etc. Communicate with Treasurer (regarding deposits, payments, etc.), President Use Sign Up Genius to request volunteers as needed and get President to send it to the parent community Provide "How To" sheet to admin to distribute to parent community 	<ul style="list-style-type: none"> Facebook and Twitter reminders 1 week before the event on GV PAC Facebook Page and Twitter page 	<ul style="list-style-type: none"> Deposit payments and write cheques as needed ensure float and cash box are available

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Fundraising	Various	<ul style="list-style-type: none"> • Discuss ideas at PAC for approval from the board • Connect with the fundraiser company • Organize materials to be distributed • Draft a letter for families and teachers and email to PAC President and Admin for approval • Arrange for photocopying or email to be done • Distribute information to classrooms to be sent home by teachers with students • Stay in communication with school around deadlines • Collect and count money and order forms, etc. • Distribute products and ensure pickup • Use Sign Up Genius to request volunteers as needed and get President to send it to the parent community 	<ul style="list-style-type: none"> • Reminders weeks and 1 week before collection time through email (from school), Facebook and Twitter • Thank Volunteers and participants after event • Share profits of event on social media 	<ul style="list-style-type: none"> • Collect money from the event coordinator and deposit
Staff Appreciation	Joanne Hulme	<ul style="list-style-type: none"> • Plan dates, events, food, gifts as required • Draft letter or email to all families providing information and requesting support • Coordinate dates with the school • Use Sign Up Genius to request volunteers as needed and get President to send it to the parent community • Plan for in-service days, parent/teacher evenings 	<ul style="list-style-type: none"> • Post Reminders 2 weeks and 1 week before collection time on Facebook and Twitter • Thank STAFF 	
	Coordinator	Tasks of Coordinator	Communications Coordinator	Treasurer
Bake Sale	Shannon and Tom Peever and Joanne Hulme	<ul style="list-style-type: none"> • Organize donations of baked goods from community • Organize tables to be set up at the event • Complete paperwork for the 50/50 draw • Purchase additional baking, draw tickets, plates, price stickers, etc. • communicate with Treasurer for float 	<ul style="list-style-type: none"> • Reminders 2 weeks and 1 week before collection time on Facebook and Twitter • Thank Donors 	<ul style="list-style-type: none"> • Collect money from the event coordinator and deposit

		<ul style="list-style-type: none"> • Use Sign Up Genius to request volunteers as needed and get President to send it to the parent community • set up at the event in am and pm • ensure list of ingredients is included in pkgs (nut allergies) 	Volunteers and participants after event and share profits	
Playground Enhancement	Shannon Peever	<ul style="list-style-type: none"> • Coordinate with playground companies for proposals • Survey community • Communicate with division and school re: process • Write grants • Organize fundraising • Collect supporting documents 	<ul style="list-style-type: none"> • Thank donors and grant awards on social media • Share progress and seek support on social media 	<ul style="list-style-type: none"> • Collect money from coordinator and deposit • Keep track of monies held in playground account with the division