

PAC EXECUTIVE

POSITION DETAILS

President:

- shall convene and preside at all PAC and Executive meetings
- ensure that an agenda is prepared and presented
- shall appoint committees where authorized to do so by the executive
- shall be an ex-official member to all committees except the nominating committee
- shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- shall be the official spokesperson for the organization
- shall be a signing officer
- shall submit an annual report

Vice President:

- shall assume the responsibilities of the president in the president's absence
- shall accept extra duties as required
- shall be a signing officer
- shall submit an annual report
- organize all fund-raising opportunities

Secretary:

- shall record the minutes at the PAC meetings
- shall distribute minutes to council members
- shall keep an accurate copy of the Constitution and Bylaws and submit changes to the school board as needed
- shall submit an annual report

Treasurer:

- shall be responsible for and report on the accounts of the organization
- shall be one of the three signing officers of the executive
- shall prepare a financial report for publication
- shall, with the assistance of the executive, draft a budget and tentative plan of expenditures
- shall ensure that another financial signing officer has access to the books in the event his/her absence
- shall submit an annual report

Co-PAC:

- shall attend Co-PAC meetings
- shall report back to the PAC
- shall seek input from the PAC
- shall submit an annual report