

Norma Rose Point PAC - 2018/19

Position	Duty	Nominees
Chair	<ul style="list-style-type: none"> > speak on behalf of the PAC > consult with PAC members > convene and preside at membership and executive meetings > know the constitution and bylaws and meeting rules > ensure that the PAC is represented in school and school district activities > ensure that an agenda is prepared and presented > keep meetings orderly > ensure that PAC activities are consistent with the purposes set out in the constitution > be a signing officer > submit an annual report at the AGM 	Jody Yau
Co-Chair	<ul style="list-style-type: none"> > support the chairperson, > assume the duties of the chairperson in the chairperson's absence or upon the request of the chairperson, > assist the chairperson in the performance of his or her duties, > accept extra duties as required, > may be a signing officer, > submit an annual report at the AGM. 	
Secretary	<ul style="list-style-type: none"> > strive to ensure that members are notified of meetings > record and file minutes of all meetings > 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, > ensure safekeeping of all records of the PAC, > may be a signing officer, 	
Treasurer	<ul style="list-style-type: none"> > be a signing officer and ensure all funds of the PAC are properly accounted for > receive all funds for the Council > deposit all funds collected on behalf of the Council in the accounts at Vanity Bank > disburse funds as authorized by the membership or executive > ensure that proper financial records and books of account are maintained > report on all receipts and disbursements at general and executive meetings > make financial records and books of account available to members upon request and ensure that another signing officer has access to the financial records and books of account in the treasurer's absence > have the financial records and books of account ready for inspection or audit annually > with the assistance of the executive, draft an annual budget > submit an annual financial statement at the AGM > apply for Gaming Grant each June and submit Gaming Summary Report 90 days after year end (end of September) 	Jeanine Rhemtulla
Lunch Treasurer	<ul style="list-style-type: none"> > be a signing officer > deposit lunch cheques > coordinate with Lunch Committee Leader with lunch order payments and receivables 	Donghong Liu
DPAC Rep	<ul style="list-style-type: none"> > be a liaison between PAC and DPAC (District Parent Advisory Council) by attending meetings and reporting at PAC meetings > maintain the current registration of PAC in DPAC 	Rob Peregoodoff
Lunch Coordinator	<ul style="list-style-type: none"> > organize and overlook lunch program > manages lunch ordering software > coordinate with vendors > coordinate with parents' concerns and questions regarding lunch program > coordinate with teachers for any field trips, so lunches can be cancelled in time 	Beth Krisciunas
Parent Education Coordinator	<p>The Parent Education Committee aims to support parental involvement in 21st century student learning. Examples of past activities:</p> <ul style="list-style-type: none"> > planning parent information sessions, in collaboration with NRPS staff > sharing related resources with parents via PAC website and e-newsletter > Parent Conversation Group and Reading Group to discuss topics related to education and parenting 	Fei Liu
Social Events Coordinator	<ul style="list-style-type: none"> > organize staff appreciation events twice a year > organize Multicultural Day > organize Spring Fair with school 	Natalie Jatskevich/ Marcio Albuquerque

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Social Media Coordinator	<ul style="list-style-type: none"> > update PAC website on a regular basis > update PAC calendar 				Jessie Zhang/Alan Zhao
Volunteer Coordinator	<ul style="list-style-type: none"> > call lunch volunteers, and provide trainings to head lunch volunteers > call volunteers for school events and provide trainings > call volunteers for pac events and provide trainings 				
Member-At-Large	<ul style="list-style-type: none"> > serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires > assist and organize parent volunteers for the various activities and events at NRP > assist, organize and support the Executive Committee and Reps 				Hisham Zerriffi
Past-Chair	<ul style="list-style-type: none"> > help smooth the transition between Chairs > assist, advise and support the Council > provide information about resources, contacts, and other essential information to the Council > act as a consultant for the Chair 				Sharon Yu