



# PARENT ADVISORY COUNCIL

## Cloverdale Traditional School PAC Executive

The Cloverdale Traditional School Parent Advisory Council (CTS PAC) Executive is made up of 5 positions:

Co-Chair – 2 positions

Treasurer

Secretary

Member-At-Large

All positions are up for election annually.

Positions are elected by secret ballot every May at the CTS PAC Annual General Meeting.

Nominations for each position will be accepted until April 20<sup>th</sup> and will be announced at the April CTS PAC Our School Meeting. Late nominations will be accepted at the discretion of the Nomination Committee Head.

The elected Executive will consult with and represent all Parents/Guardians of Cloverdale Traditional School. They will act as a Liaison between the Parent Community and the Administration. The Executive will work as a team to ensure that the purposes and objectives of the CTS PAC are achieved through due process, guided by the CTS PAC Code of Ethics, Constitution and By-Laws.

### CTS PAC Executive Position Descriptions

The position descriptions described below are not inclusive. Please refer to the CTS PAC By-Laws for a full description of duties.

#### Co-Chair

The Co-Chair provides leadership and ensures all PAC initiatives are handled effectively. They will act as a Liaison between the PAC and the CTS Administration as well as chair the monthly PAC Our School Meetings and Executive meetings. This position will act as a signing authority.



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## Treasure

The Treasurer will demonstrate the ability and knowledge of bookkeeping principles. They will keep an accurate and current record of all receipts and expenditures of the CTS PAC. The Treasurer will assess all financial undertakings to ensure they are within the annual budget and ensure expenditures have proper authorization and are backed by the proper receipts and invoices. They will prepare a financial report for the monthly CTS PAC Our School Meetings and will be a signing officer.

## Secretary

The Secretary maintains accurate records of the PAC Our School Meeting and Executive meetings. They will ensure that the minutes from these meetings will be made available to the CTS Community. The Secretary will prepare and maintain other documentation as requested by the membership or Executive.

## Member-At-Large

The Member-At-Large will play a supportive role to all Executive members as well as PAC committees. They will strive to stay informed and identify potential problems and opportunities.

Each member of the CTS PAC Executive will have an equal vote.