

PAC ROLES AND RESPONSIBILITIES



President Executive

- Chairs all PAC general meetings and executive meetings
- Acts as the official spokesperson and representative of the PAC
- Liaises regularly with the school principal and administration
- Sets meeting agendas in collaboration with the secretary
- Delegates tasks and coordinates the work of other executive members
- Signs cheques and authorizes expenditures alongside the treasurer
- Ensures the PAC operates in accordance with its bylaws and BC DPAC guidelines
- Represents the PAC at district PAC (DPAC) meetings or delegates a representative

Vice-President Executive

- Assumes all presidential duties when the president is absent
- Supports the president in day-to-day PAC operations
- Coordinates volunteers for PAC events and fundraisers
- Chairs committees or working groups as assigned
- Assists with onboarding new executive members
- Takes on special projects delegated by the president

Secretary Executive

- Records accurate minutes at all PAC meetings
- Distributes meeting agendas prior to each meeting
- Maintains an organized archive of all PAC minutes, correspondence, and records
- Handles incoming and outgoing PAC correspondence
- Prepares and distributes notices of meetings to the school community
- Assists with bylaw amendments and official document updates
- Tracks attendance and quorum at meetings

Treasurer Executive

- Manages all PAC bank accounts and financial records
- Prepares and presents financial reports at each meeting
- Oversees the annual PAC budget development and approval
- Signs cheques alongside the president or vice-president
- Tracks all revenues (fundraising, hot lunch, etc.) and expenses
- Ensures the PAC meets BC Society Act financial reporting requirements
- Prepares year-end financial statements
- Coordinates with external bookkeepers or auditors if required

School and Church Liaison Liaison

School and Church Liaison

Serves as a bridge connecting the school PAC Executive team and those on the PAC with Kelowna Christian Center. The main goal of this roll is to ensure seamless communication and to help build strong Flex PAC and church leadership ties by:

- Providing regular updates at PAC meetings regarding relevant church initiatives or calendar items.
- Acting as a point of contact to ensure PAC events do not conflict with KCC's main calendar, church events etc.
- Helping coordinate scheduling when the Flex PAC requires church facility spaces for meetings, or family events
- Fostering connection by creating a welcoming environment in the PAC that makes it easy for new school families to connect with the KCC community if they choose.
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Communications Coordinator Coordinator

- Manages the PAC newsletter, email list, and social media channels
- Publicizes upcoming meetings, events, and fundraisers
- Maintains the PAC website or online parent portal (if applicable)
- Writes and distributes PAC communications on behalf of the executive
- Ensures consistent and timely information reaches all school families
- Coordinates with the school office on joint communications

Hot Lunch / Hot Program Coordinator Coordinator

- Organizes and manages the school hot lunch or milk/snack program
- Liaises with food vendors and handles ordering logistics
- Coordinates the volunteer schedule for order distribution days
- Collects and processes orders and payments
- Addresses any concerns from parents or the school regarding the program
- Tracks program revenue and expenses and reports to the treasurer

Fundraising Coordinator Coordinator

- Plans and leads all PAC fundraising campaigns and events
- Recruits and manages volunteers for fundraising activities
- Coordinates with vendors, sponsors, and external fundraising companies
- Tracks fundraising revenue and reports to the treasurer
- Communicates fundraising goals and outcomes to the school community
- Explores new fundraising opportunities that align with school values