



## Okanagan Mission Secondary Parent Advisor Council

### Positions and Nominations for 2018/19

**On Sept 25, 2018 we will be hosting our AGM and Annual PAC executive elections**

- If you, or someone you know, is interested in a position, please fill out this form and place it in the PAC mailbox located in the office.
- Any Parent of Guardian of a student registered with OKM has voting rights and can hold a position.
- All positions can be shared.
- For more information visit the OKM PAC website at [www.okm.sd23.bc.ca](http://www.okm.sd23.bc.ca) (under the Parent/Pac tab) or contact Teresa at or 250-764-4402 or email: [OKM.PacPresident@sd23.bc.ca](mailto:OKM.PacPresident@sd23.bc.ca)

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#### OKM AGM

#### PAC Executive Council Elections

**Tuesday September 25, 2018**

OKM PAC Executive Members 2018/19 School Year

I would like to nominate\*\* \_\_\_\_\_ for the position of:  
(first and last name)

OR

I, \_\_\_\_\_ wish to be considered for the position of:  
(first and last name)

*\*See Reverse for Position Descriptions:*

#### *Executive Member\**

- ☐ President
- ☐ Vice President
- ☐ Treasurer
- ☐ Secretary
- ☐ COPAC Rep

#### *Essential Non-Executive Special Committee Member\**

- ☐ Member at Large (total of 3)
- ☐ Communications/Social Media Coordinator
- ☐ Parent Education Coordinator
- ☐ Fundraiser Coordinator
- ☐ Spirals of Inquiry Rep

Contact information for the Nominee:

Phone/Cell \_\_\_\_\_

Email \_\_\_\_\_

Filled out forms may be placed in the PAC box on or before September 19<sup>th</sup>, or brought in person to the AGM

**Nominations can also be emailed by Sept 25 4:00 to:**

- Teresa Bouchard [OKM.PacPresident@sd23.bc.ca](mailto:OKM.PacPresident@sd23.bc.ca) or
- Doug Burget : [dougburget@gmail.com](mailto:dougburget@gmail.com)

*\*\*Please note that you must have permission of the person being nominated to let his/her name stand for consideration.*

## OKM PAC POSITIONS

### DUTIES OF PAC EXECUTIVE AND REPRESENTATIVES

#### 1. President:

- Shall preside at all meetings of the Council and Executive.
- Shall consult with Council members.
- Shall ensure that an agenda is prepared.
- Shall be one of the financial signing officers.
- Shall be an ex-officio member to all committees, except the Nominations Committee.
- Shall not vote on any matter except when it affects the outcome of the vote.
- Shall be the spokesperson for the Council.

#### 2. Vice-President:

- a) Shall act in the President's position in his/her absence.
- b) Shall assist the President in his/her duties.
- c) Shall be one of the financial signing officers.

#### 3. Secretary:

- Shall ensure that members are notified of meetings.
- Shall keep full and accurate minutes of all meetings.
- Shall have charge of and conduct all the correspondence of the Council.
- Shall make available upon request, to any member of the Council, a copy of the Constitution and By- Laws.

#### 4. Treasurer:

- Shall maintain an accurate record of all expenditures of the Council.
- Shall receive and disburse all monies for the Council, as authorized by the membership or Executive.
- Shall draft an annual budget, with the assistance of the Executive.
- Shall be one of the financial signing officers.
- Shall deposit all funds received by the Council at a recognized financial institution approved by the Executive.
- Shall manage matters pertaining to Gaming Grant funds, including:
  - shall ensure funds are deposited and distributed as per Guidelines;
  - shall file annual Application and Summary Report, as per Gaming Commission regulations.
- Shall have the books ready for an audit/inspection annually.
- Shall present, to the members, a year-end financial statement at the Annual General Meeting.
- Shall ensure that another signing officer has access to the books in the event of his/her absence.

#### 5. Central Okanagan Parent Advisory Council (COPAC) Representative:

- Shall attend all COPAC general meetings and carry the vote of the Council on behalf of the Council.
- Shall give a regular report to the Council, as appropriate.
- Shall disseminate information to the Council about district and provincial matters
- Shall maintain current registration of the Council.

#### 6. Immediate Past-President:

- Shall assist and advise the Executive officers in all matters concerning the Council.

### DUTIES OF ESSENTIAL NON-EXECUTIVE SPECIAL COMMITTEE MEMBERS:

#### 1. Members at Large (3)

- Serve in capacity to be determined by council at time of their elections and at other times throughout the tenure as the needs of the Council require.

#### 2. Communications/Social Media Coordinator

- Liaise with executive and office admin to effectively communicate OKM PAC related meetings, events, services to parent body using various means, including, and not limited to: oral, written, newsletter(WAAG) and calendars, electronic communications (email and websites), outdoor sign, synervoice, relevant community magazines, and social media (ie facebook)

#### 3. Parent Education Coordinator

- Arrange for and organize or inform OKM parent body of opportunities for education in parenting skills and other matters touching upon the education, health and well-being of students. These events may be hosted at community, district and/or school level.
- Liaise with Communications/Social Media Coordinator

#### 4. Fundraiser Coordinator

- To arrange and organize means of raising funds in order to assist extra-curricular and/or school programs as determined by Council.

#### 5. Spirals of Inquiry Rep

- To participate in school and district learning and discussions about the Spirals of Inquiry related to enhancing student learning in the school and classroom – to share findings at PAC meetings.