



Volunteer Job Description

Name of position: Volunteer Coordinator

Date(s) of event (if applicable): Year-round

Location(s): School and home

Description:

- As required, find volunteers to run/help with, PAC-sponsored events.
- Post sign up sheets online, at PAC meetings, or on PAC bulletin board.
- Find volunteers well ahead of events and report back to PAC Exec if having trouble finding volunteers

Approximate time commitment: 1 hour per week (varies)



Volunteer Job Description

Name of position: PAC Chairperson

Date(s) of event (if applicable): Year-round

Location(s): School and home

Description:

- Convene and preside at General, Special, and Executive Meetings
- Ensure that an agenda is prepared and presented
- Know the Constitution and Bylaws and meeting rules
- Know where to find resources to assist members
- Appoint committees where authorized to do so by the Executive Officers or membership
- Ensure that the PAC is represented in School and school district activities
- Ensure that PAC activities are aimed at achieving the objectives and purposes of PAC
- Be the official spokesperson
- Liaise with the school administration on a regular basis to coordinate PAC and school activities.
- Convene and preside at General, Special, and Executive Meetings
- Ensure that an agenda is prepared and presented
- Know the Constitution and Bylaws and meeting rules
- Know where to find resources to assist members
- Ensure that the PAC is represented in School and school district activities
- Ensure that PAC activities are aimed at achieving the objectives and purposes of the PAC
- Be the official spokesperson for PAC
- Liaise with the school administration on a regular basis to coordinate PAC and school activities.
- Encourage parents to become involved in PAC activities and fundraising events
- Attend PAC Executive meetings and PAC General meetings

Approximate time commitment: 5 hours per week



Volunteer Job Description

Name of position: Communications Coordinator(s)

Date(s) of event (if applicable): Year-round

Location(s): School and home

Description:

- Advise parents of upcoming PAC meetings and general school issues via: PAC newsletters, the PAC bulletin board, the PAC website and social media accounts, the PAC “sandwich board”, and emails coordinated with the PAC Exec, the class parents and Principal
- Forward all communications pieces to the Administration for approval before distribution to parents
- Coordinate and supervise the making of signs when required
- Place the PAC “sandwich boards” in visible locations before and the day of PAC meetings, store them when not in use
- Update the website and social media accounts with pertinent information
- Provide communications services to various School committees and groups to advertise their events, recruit volunteers or promote their group cause within the school
- Provide the School Administration with PAC meeting dates and PAC event information for inclusion in the E-Bulletin. Advise other School committees and groups of the weekly E-Bulletin for inclusion of their information.
- Encourage parents to become involved in PAC activities and fundraising events
- Attend PAC Executive meetings and PAC General meetings

Approximate time commitment: 1 to 3 hours per week



Volunteer Job Description

Name of position: Fun Lunch Coordinator

Date(s) of event (if applicable): 3 times per week

Location(s): School kitchen

Description:

- Arrive. Wipe counters and set up bins for food distribution on kitchen counter.
- Label food items (labels provided)
- Sort into bins by division
- Distribute any cutlery, straws or condiments (depending what food day it is)
- Receive hot/cold entrees from suppliers and distribute by division
- Display bins in gym for students to pick up (which they will later return)
- Help students with any order problems
- Ensure all bins are returned, clean any dirty bins, tidy up, lock up kitchen

Approximate time commitment: 1 to 2 hours per week



Volunteer Job Description

Name of position: PAC Vice-Chairperson

Date(s) of event (if applicable): Year-round

Location(s): School and home

Description:

- Assume responsibilities of Chairperson in their absence, or upon request
- Assist Chairperson in the performance of his/her duties
- Accept extra duties as required
- Be a signing officer
- Liaise with class parents on important PAC matters
- Prepare and present the slate of nominations for Executive Officers and Members-at-Large of the PAC each year
- Act as a CPF liaison
- Encourage parents to become involved in PAC activities and fundraising events
- Attend PAC Executive meetings and PAC General meetings

Approximate time commitment: 3 hours per week



Volunteer Job Description

Name of position: PAC Treasurer

Date(s) of Event (if applicable): Year-round

Location(s): School and home

Description:

- Maintain financial records of the PAC, and present at each General Meeting. Ensure they are ready for inspection or annual audit.
- Maintain PAC's bank accounts and reconcile monthly
- Receive all funds for the PAC and deposit into the Operating Bank Account. Check deposits prepared by event organizers for accuracy, and deposit in bank.
- Act as signing officer on all PAC bank accounts, issue cheques for approved expenditures
- Draft annual budget, which included estimates of fundraising revenues and a tentative plan of expenditures from various submissions. To be reviewed by PAC Executive and presented at Annual General Meeting for approval
- Apply for Gaming Grant every spring and complete annual Gaming Account Summary Report in September. Oversee any other applications for external funding.
- Work with key fundraising coordinators to ensure continuing profitability of their programs
- Liaise with School District 45 Accounting Department with regard to donations, tax receipts, trust accounts and PST rebates
- Encourage parents to become involved in PAC activities and fundraising events
- Attend PAC Executive meetings and PAC General meetings

Approximate time commitment: varies

Experience required: Recommend incumbent perform job for minimum two years. Accounting or banking background. Knowledge of financial statements and ability to use accounting software.



Volunteer Job Description

Name of position: Emergency Preparedness Coordinator

Date(s) of event (if applicable): Year-round

Location(s): School

Description:

- Update classroom backpacks with current class list by end of October
- Review outside bins and make any necessary changes
- Deliver comfort kits to outside bins
- Assist and observe fire and earthquake drills (optional)

Approximate time commitment: 20 hours per year



Volunteer Job Description

Name of position: Movie Night Coordinator

Date(s) of event (if applicable): About 6 times per year

Location(s): School and home

Description:

- Schedule movie night dates and times and verify with Principal and Vice-Principal
- Select movie for viewing and order from vendor, purchase or borrow; provide movie to Principal a few days before scheduled movie night
- Liaise with class parents if movie night is being hosted by a grade
- Work with PAC Communications team to promote movie night through posters, e-bulletin PAC site, etc.
- Purchase supplies and food for concession; Print required signage
- Assist a group of 4+ volunteers at movie night
- Set up concession and gym on the night of the movie
- Sell items at concession
- Receive money from students for admission
- Clean up gym and kitchen at the end of the night

Approximate time commitment: 4 hours per month