

Additional Information on the PAC Board Responsibilities

Definitions are taken from the PAC Bylaws. Notes are added for additional clarification.

President. The President is the face of the Board to the Archer Glen and Sherwood Communities. The President is responsible for keeping open communication between PAC members, Joint PAC Presidents, and community members as needed. Duties include setting the agenda for Annual and Monthly meetings, running monthly PAC meetings, working with the Treasurer and Budget Planning Committee to determine school activities, calendar and budget, and act as a liaison with the school principal.

Notes: the number of hours for this position varies throughout the school year with higher concentration around PAC meetings, but may average 15 hours/month. Duties are primarily communicative and administrative in nature. Many duties can be done at home, as well as at the school.

Vice President. The Vice President assists the President when at all possible in representing Archer Glen Elementary. The Vice President oversees PAC activities as the liaison between the Activity Chairpersons and the PAC Board. Duties include coordinating with the Volunteer Coordinator to determine Activity/Committee Chairpersons, explain responsibilities to the chairperson and support each chairperson as needed.

Notes: the number of hours for this position varies throughout the school year with higher concentration before events, but may average 10 hours/month. Duties are primarily communicative and administrative in nature. Many duties can be done at home, as well as at the school.

Treasurer. The Treasurer maintains bookkeeping of PAC funds and annual budget, reports monthly status of funds in PAC banking accounts, makes regular deposits of PAC funds into PAC bank account, and reports on the execution of the annual budget. They also fill out and file the PAC's tax forms, serve as the Finance/ Budget Committee Chair, if such a committee is formatted, and maintain at least four (4) years of tax records easily accessible to all PAC members to view.

Notes: Duties are primarily administrative in nature and require similar work-related experience. Many duties can be completed at home, and may average 5 hours/month.

Secretary. On a monthly basis, the Secretary is responsible for recording and archiving meeting minutes. The Secretary works closely with the Communications Coordinator to include the same information on our website and on social media networks.

Notes: This position requires attendance at the PAC meetings, and timely completion of the minutes. Duties may require an average of 3 hours/month.

Volunteer Coordinator. The Volunteer Coordinator coordinates the volunteers of the school into the various areas of interest, collects, and organizes volunteer form information, and verifies with school/district staff that volunteers have submitted an application for a criminal background check and have received approval to work within the school. He/she keeps a database with the

volunteer information organized so when volunteers are needed they can be contacted in a timely fashion, and coordinates with the Vice President to ensure chairpersons and volunteer positions are filled. The Volunteer Coordinator also makes sure each teacher has a room coordinator to meet the teacher's needs.

Notes: the number of hours for this position varies throughout the school year with higher concentration in September and before events. Duties can be done primarily from home and may average 15 hours/month.

Fundraising Coordinator. The Fundraising Coordinator oversees all school fundraisers, including supporting the chairpersons for Fun Run and Marketplace & Fair, and being the chairperson for all other fundraisers.

Notes: The number of hours for this position are concentrated before our four fundraising events. Many duties can be done at home, as well as at the school. The number of hours depends on the event, and how much is delegated to your committee.

Hospitality Coordinator. The Hospitality coordinator is responsible for welcoming activities for new students, supplying refreshments at certain PAC events, organizing potluck dinners for staff during conferences, coordinating Staff Appreciation week and arranging catering for the first and last day staff luncheons, as well as send out thank you notes to guest speakers and volunteers.

Notes: the number of hours for this position varies between 2-15 hours for each event with the highest concentration in September and for Staff Appreciation. Most events can be coordinated from home with actual event at school.

Communications Coordinator. The Communications Director is responsible for promoting school and PAC sponsored events through local press, social media and the PAC website. This may include writing articles, updating the PAC website and posting frequent upbeat descriptions about events on our social media networks. This person will work closely with the other Board Officers to ensure communications are consistent.

Notes: The number of hours for this position are fairly consistent throughout the school year and can primarily be done from home. Responsibilities may average 2hours/week.

Terms. All officers shall serve one-year terms. All officers are eligible for re-election.

Vacancies. When a vacancy on the Executive Committee exists within the school year, nominations for new members may be received from present Executive Committee members. The Executive Committee will then vote on these nominations in order to fill the vacancy. These vacancies will be filled only to the end of the vacated Executive Committee member's term.

Resignation, Termination and Absences. Resignation from the Executive Committee must be in writing and received by either the Principal or the President. An Executive Committee member may be removed by a two-thirds vote of the remaining Executive Committee members.