



# Lakewood Elementary PAC

2363 Setchfield Ave, Victoria BC, V9B 5W1

General Email: [lakewoodhotlunch@gmail.com](mailto:lakewoodhotlunch@gmail.com) Phone: 250-474-3449

## Notice of PAC Annual General Meeting

Our next AGM meeting is on Tuesday May 14, 2018 at 6:30pm. We are accepting nominations for the following positions posted below. If you are unable to attend this meeting but are interested in one of the positions on the executive, please contact Allyson or Leah , [lakewoodhotlunch@gmail.com](mailto:lakewoodhotlunch@gmail.com).

### **President – 2 Year Term**

The President shall preside at all meetings. He or she shall have no vote in the meeting except in the case of a tied vote, when he/she shall cast the deciding vote. He/she shall be an ex-officio member of all committees, shall maintain communication channels with the school through the principal or vice-principal and shall attend to all correspondence.

### **Vice-President- 2 Year Term**

The Vice-president shall assist the President and, in the absence of the President, shall assume his/her duties. The vice-president shall be an ex-officio member of all committees.

### **Secretary – 2 Year Term**

The secretary shall keep all records, other than the financial records, of the council and shall keep minutes of all general and executive meetings.

### **Treasurer – 2 Year Term**

The treasurer shall keep an accurate account to all monies received and disbursed in a form satisfactory to the executive, good accounting practices and reconcile the books monthly.

### **Fundraising Coordinator (s)- 1 Year Term**

The Fundraising Coordinator(s) shall create a fundraising plan that will endeavor to raise funds for projects beneficial to the students of Lakewood. The coordinator(s) monitors and responds to email inquires regarding fundraising.

### **Sooke Parent Education Advisory Council (SPEAC) Representative(s) – 1 Year Term**

One of two SPEAC representatives shall attend SPEAC meetings (held once a month) and report relevant information from the meetings to the PAC executive meetings and forward all emails from SPEAC chair to the Executive.



# Lakewood Elementary PAC

2363 Setchfield Ave, Victoria BC, V9B 5W1

General Email: [lakewoodhotlunch@gmail.com](mailto:lakewoodhotlunch@gmail.com) Phone: 250-474-3449

## **Communications Coordinator - 1 Year Term**

Ensure PAC information is communicated to parents regularly through the use of newsletters and social media. The coordinator will also assist with monitoring the PAC email and responding or forwarding emails to the appropriate executive member for response.

## **Hot Lunch Coordinator(s) – 1 Year Term**

The Hot Lunch Coordinator(s) arranges hot lunches and enters them into the hot lunch system, coordinates and distributes the food on hot lunch day with the assistance of volunteers. The coordinator monitors and responds to email inquiries related to hot lunches. The Hot Lunch Coordinator(s) must have taken or be willing to take the “Food Safe Course”, to be paid for with PAC funds.

## **Gaming Coordinator- 1 Year Term**

The Gaming Coordinator works with the B.C. Gaming commission on the requirements and procedures related to obtaining gaming funds.

## **Members-At-Large - 1 Year Term**

Members-At-Large Up to 6 representatives shall be a supportive member to all PAC coordinators and assist with projects and events where needed.

## **Emergency Preparedness Coordinator - 1 Year Term**

The Emergency Preparedness Coordinator shall organize a committee to discuss any safety issues. The coordinator will be responsible to ensure emergency supplies are organized and up to date.

## **Event Coordinator - 1 Year Term**

The Event Coordinator(s) will be responsible to organize a committee of parents interested in running special events for the school such as dances, auctions and fun fairs.



# Lakewood Elementary PAC

2363 Setchfield Ave, Victoria BC, V9B 5W1

General Email: [lakewoodhotlunch@gmail.com](mailto:lakewoodhotlunch@gmail.com) Phone: 250-474-3449