



# *École Alpha Secondary School* **Parent Advisory Council**

## **WELCOME!**

As a parent or guardian of a student attending *École Alpha Secondary* you are automatically a member of the **Alpha Parent Advisory Council (PAC)**.

The main objective of **Alpha PAC** is to provide a means of communication between parents and the school while enhancing the educational experience of Alpha students through the support of school programs and student initiatives.

The **Alpha PAC** elected officers are instrumental in this communication and is made up of parent volunteers who assume the position for the duration of one school year.

## **ELECTED POSITIONS AVAILABLE ON *Alpha PAC*\***

### **President**

- speak on behalf of the Council
- consult with and report to Council members regularly
- preside at general, special and executive meetings
- ensure that an agenda is prepared for all meetings
- appoint committees where authorized by the membership or executive
- ensure that the Council is represented in school and district activities
- ensure that Council activities are aimed at achieving the purposes set out in the constitution
- be familiar with the Council's Constitution, Bylaws and meeting rules
- be familiar with finding resources to assist members

### **Vice-President**

- support the president
- assume the duties of the president in the president's absence or upon request
- assist the president in the performance of their duties
- accept extra duties as required
- be familiar with the Council's Constitution, Bylaws and meeting rules
- be familiar with finding resources to assist members

## Secretary

- ensure that members are notified of meetings
- record and file the minutes of general, special and executive meetings
- keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- prepare and maintain other documentation as requested by the membership or executive
- issue and receive correspondence on behalf of the Council
- ensure safekeeping of all records of the Council
- be familiar with the Council's Constitution, Bylaws and meeting rules

## Treasurer

- receive all funds for the Council
- ensure all funds of the Council are properly accounted for
- disburse funds as authorized by the membership or executive
- ensure that proper financial records and books of account are maintained
- report on all receipts and disbursements at general and executive meetings
- with the assistance of the executive, draft an annual budget
- be familiar with the Council's Constitution, Bylaws and meeting rules
- submit an annual financial statement at the annual general meeting

## DPAC Representative (and one Alternative)

- attend all meetings of Burnaby District Parent Advisory Council and
- represent, speak, and vote on behalf of the Council
- report regularly to the membership and executive on all matters relating to the DPAC
- seek and give input to the DPAC on behalf of the Council
- receive and act on all other communications from the DPAC
- liaise with other parents and DPAC representatives

## If you are interested in running for one of the above stated positions...

Please forward an email to [pacexecutive.alpha@gmail.com](mailto:pacexecutive.alpha@gmail.com) and include:

Name, email address, contact phone number and the position you are interested in.

*(Hours of commitment are role dependent and can vary depending on time of year, but average between 7 – 12 hours per month.)*

## Students benefit when their parents are involved and engaged.

Questions? Want to get involved? Contact [pacexecutive.alpha@gmail.com](mailto:pacexecutive.alpha@gmail.com)

*\*Elected Positions' roles include, but are not limited to these responsibilities. More details can be found in the **Alpha PAC** Constitution and Bylaws available on our webpage <https://alpha.burnabyschools.ca/parent-advisory-council/>*