



LAKWOOD

PARENT ADVISORY COUNCIL

(LAKWOOD PAC)

PAC stands for **Parent Advisory Council** and every parent and guardian of a child in Lakewood is a member. Our role as a PAC is to support the staff and students of the school by creating a healthy learning environment. We do this through parent participation and funding of various activities and supplies that benefit the student body as a whole. PAC meetings are held on the first Tuesday of each month. Meetings start at 7:00 in the library and any parent is welcome to attend.

SCHOOL FUN FAIR

The PAC has organized a Fun Fair on **June 9, 2016 5:00 – 8:00 p.m.** Our PAC uses this event as a fundraiser, using monies raised for student field trips, computer supplies, school bus rentals, cultural performances, art supplies and library book purchases, to name a few examples. We hope you can join us for this fun event! As always, to ensure this night is a success, we need your help. If you can spare one hour of your time (or more) please email Jan Scholz at janpc2014@gmail.com.

PAC Annual General Meeting

Our next PAC meeting is on **Tuesday, May 3 at 6:30 p.m.** This meeting is our AGM and the following positions are available. If you are unable to attend this meeting but are interested in one of the positions on the executive, please contact Jan Scholz @ janpac2014@gmail.com.

President

The President chairs all meetings, takes input from parents to create a budget and direction of the PAC for the school year, works closely with the rest of the executive to ensure continued operation of PAC and its committees.

Vice-President

The Vice-president shall assist the President and, in the absence of the President, shall assume his/her duties.

Co-President

When the positions of President and Vice-President have been filled instead by two Co-Presidents, the Co-Presidents shall share the combined duties of President and Vice-President.

Secretary

The secretary keeps attendance and minutes of all general and executive meetings and distributes the minutes to the PAC executive.

Treasurer (CURRENTLY FILLED)

The treasurer preferably has bookkeeping and/or banking experience and has the care and custody of the funds of the PAC. The treasurer must keep an accurate account of all monies received and disbursed in keeping with the *Societies Act*, and prepare monthly financial statements

Fundraising Coordinator(s)

The Fundraising Coordinator organizes PAC fundraisers and works closely with the Treasurer.

Sooke Parent Education Advisory Council (SPEAC) Representative(s)

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.

Safe Arrival Coordinator

The Safe Arrival Coordinator shall organize a committee of parents to operate the Safe Arrival Program which ensures that all absent children are accounted for at the beginning of each day.

Newsletter Coordinator

The Newsletter Coordinator shall cooperate with the school Principal and ensure that PAC information is communicated to parents regularly.

Emergency Preparedness Coordinator

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.

Hot Lunch Coordinator(s)

The Hot Lunch Coordinator organizes a hot lunch for students approximately once a month, the food available at the year-end events such as “Fun Day”, and is responsible for ensuring the profits are given to the Treasurer. He/She must have taken or be willing to take the “Food Safe Course”, to be paid for with PAC funds.

Gaming Coordinator

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

Members-At-Large

Up to 6 representatives shall be responsible for taking concerns and suggestions from the parents to the monthly Executive meeting.

Events Coordinator(s)

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