

ÉCOLE BELMONT ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION & BYLAWS

Updated November 2021

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ÉCOLE BELMONT ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

CONSTITUTION

SECTION 1 - INTRODUCTION

1. The name of the Association shall be the ÉCOLE BELMONT ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL, hereinafter referred to as “the Council” or “the PAC”.
2. The Council will operate as a non-profit organization with no personal financial benefit and shall conduct business without bias toward race, religion, gender or politics.
3. The Council has been established with the authority granted in the School Act, RSBC 1996, C412, Section 7 and 8.

SECTION 2 - MISSION STATEMENT

1. École Belmont Elementary School PAC’s mission is to advocate for excellence in education, the safety and well-being of our students, the effective and meaningful involvement of parents as partners in the school, and to promote a sense of community.

SECTION 3 - OBJECTIVES

1. To provide leadership, and foster patterns of respect and trust between parents, students, school, staff and administration.
2. To provide a forum where members exchange ideas, information and discuss local, district and provincial educational policies, issues & concerns and ANY MATTER relating to the school and education, thereby increasing the academic, occupational and leadership aspirations of all, through shared decision making and personal responsibility.
3. To formulate recommendations and advise (from parental views) to school staff and administration concerning:
 - a. programs and services;
 - b. facilities and equipment;
 - c. parent/community education;
 - d. learning resources;
 - e. school, District and Ministry of Education policies;
 - f. school budget and staffing needs;
 - g. school goals, objectives and Accreditation intervention;
 - h. cultural and extra-curricular activities;
 - i. school profile within the community; and,

- j. all aspects of education.
- 4. To empower parents to enable them to be strong advocates for their children thus igniting a passion for the achievement, skills and knowledge required to become a world citizen.
- 5. To provide a forum where student concerns can be heard.
- 6. To promote and fund participation in parent education opportunities.
- 7. To organize and provide additional resources to the school through approved activities when there is clearly identified need agreed upon by Council. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
- 8. To affiliate with District 35 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

BY LAWS

SECTION 1 – MEMBERSHIP

1. All parents and guardians of students registered at École Belmont Elementary School shall be voting members of the PAC council.
2. Administration and staff (teaching and non-teaching) of École Belmont Elementary School shall be non-voting members of the PAC.
3. Parents and guardians of students registered at École Belmont Elementary School who are also staff (teaching and non-teaching) of École Belmont Elementary School shall be voting members of the PAC council. Please refer to Appendix A, sec. 2, Conflict of Interest Policy.
4. Members of the school community of École Belmont Elementary School, who are not parents of students currently in the system, may also be non-voting members of the Council but they must apply to the Council through the PAC executive for inclusion.
5. At no time shall the Council have more non-voting than voting members. No membership fees shall be charged.
6. The School will make available a list of parents/guardians of students and staff if/when it is necessary to decide if a member is eligible to vote.

SECTION 2 - TERMINATION OF EXECUTIVE MEMBERSHIP

1. The following are grounds for termination of executive membership:
 - a. A member is found to be incapable of managing his or her own affairs by reason of mental infirmity; or,
 - b. Failure to observe the constitution and bylaws, purpose or policies of the PAC.
2. A member may be expelled by a resolution passed by a majority of not less than 75% of members present at a General meeting.
 - a. Such action shall require a 14-day written notice to the Council member in question prior to the General meeting sent by registered mail where a signature of receipt is required.
 - b. The Executive Committee makes a written recommendation to the Council based on the items set out in Section 5 (1a & b).
 - c. Decisions of the Council are final.
3. Notice of Proposed Expulsion
 - a. The Executive shall give fourteen days written notice of such action to expel a member accompanied by a brief statement of the reason or reasons for the proposed expulsion to the member in question and the Executive shall give themselves an opportunity to be heard at the General Meeting before the resolution is put to a vote.
 - b. Appeal:

- i. An expelled member may appeal the expulsion, one time only, within sixty days of the Board's action, to the members for consideration, at the next General Meeting.

SECTION 3 – MEETINGS

1. Meetings will be conducted utilizing the Robert's Rule of Order' Unless they are in conflict with the guidelines in this Constitution.
2. There shall be monthly general meetings held during the academic year (December and June may be excepted). Dates for these general meetings are ideally determined at the beginning of the year and will attempt to accommodate as many parent schedules as possible. One meeting will be named the Annual General Meeting and be held in May for the election of Council Officers for the next year.
3. A General Meeting is for the purpose of conducting PAC business and discussion of issues. All policy and spending decisions, other than operational needs, shall be made at General Meetings where all parents can participate, and not by the Executive alone.
4. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items.
5. A special meeting is a separate session held at a time different from that of any regular General Meeting and may be convened to consider one or more items of urgent business. Five (5) days notice will be given to parents.
6. Executive meetings shall be held as often as needed during the school year to conduct current business and provide input for General Meeting agendas.
7. The President or Chair Designate will prepare agendas after accepting input from other Council members and the Administration. The agenda shall be posted and distributed to the parents at least seven (7) days prior to each General Meeting.
8. Any member wishing to place an item on the agenda of a General Meeting shall contact the President or Chair Designate. The member or their designate is then required to attend the General meeting to present that issue to the membership. Every agenda will include "Other or New Business" from the general membership and will be discussed if time permits, or be tabled to the next meeting.
9. An attendance record shall be kept for each meeting so that quorum and eligibility to vote may be determined and recorded for any audits of Council records. If in person, each member entering a meeting shall sign the attendance record (NOTE: important for any school requesting Gaming Commission Funds).
10. Meetings will be conducted efficiently with fairness to members present. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.

11. The Administration and Staff members of the School are encouraged to attend and report at PAC General Meetings. The Principal's role is as consultant on school policies and liaison between staff and parents.
12. The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws.

SECTION 4 - VOTING AND QUORUM

1. At any duly called General or Special Meeting the number of voting members present shall be the quorum. If less than one week's notice (agenda presented) has been given when calling a General or Special Meeting, a quorum shall be 50% + 1 of elected Executive members.
2. For the purpose of Executive Meetings and resolutions of the Executive, the quorum shall be the majority of voting positions filled on the Executive. Five Executive Officers are required as a minimum for quorum, even if this is more than the majority of the positions filled.
3. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible voting members.
4. In case of a tie vote, the motion shall be lost.
5. Voting of members of all matters must be given personally – i.e. Voting by proxy shall not be permitted.
6. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by one (1) member and a seconder.
7. The chair will remain impartial and not participate in discussions.
8. The chair of general meetings will not vote unless their vote would influence the outcome. This means the chair may vote if the chair's vote will create a tie, causing the vote to fail, or break a tie, causing the vote to pass.

SECTION 5 - ELECTION OF EXECUTIVE OFFICERS

1. The PAC executive and general voting members shall elect the "new" PAC Executive at the Annual General Meeting (in May).
2. Call for nominations shall be made at the April General Meeting. All nominees should be a voting member of the PAC.
3. The Nominating Committee Chairperson shall conduct the election.
4. Scrutineers shall be appointed as required by the Nominations Committee Chairperson at the time of the elections.
5. Nominations shall be accepted from the floor at the Annual General Meeting.
6. The election of contested Executive positions shall be done by secret ballot.
7. A vote shall be taken to destroy any written ballots.

8. In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next General Meeting. An individual may be appointed by the executive to fill the vacancy in the interim.
 - a. No person should hold more than one position on the Executive, except the Past-President who may hold two positions, one being the Past-President position.
 - b. Note: The 2021 BC Gaming PAC and community gaming guidelines removed the previous restriction that stated gaming applications would be rejected if teachers or staff of a public school were voting members of the executive. Please refer to s. 2 of the Code of Conduct for information regarding conflicts of interest and staff of Belmont.

SECTION 6 - TERM OF OFFICE

1. The term of office shall be for one year commencing July 1 of each year.
2. Retiring officers are eligible for nomination and re-election for two terms, with an option of a third, provided that:
 - a. there are no other incumbents for the position; and,
 - b. DPAC endorses the third term of office.
3. The past President/Chair shall hold office until the current President retires and is subsequently appointed to the office of Past President.
4. The following are grounds for termination of any Executive Member:
 - a. Is absent from three consecutive meetings of the Executive or General without reason acceptable to the Executive.
 - b. Failure to observe the Constitution and Bylaws, purposes and policies of the PAC.
 - c. Failure to abide by the PAC's Code of Conduct.

SECTION 7 - EXECUTIVE OFFICERS

1. The PAC Executive ("Executive") shall consist of the following positions:
 - a. PAC President/Chair
 - b. 1st Vice-President
 - c. 2nd Vice-President
 - d. Secretary
 - e. Treasurer
 - f. DPAC Rep
 - g. Past President
 - h. A minimum of two (2) to a maximum of six (6) Members-At-Large
2. All other positions are committee positions and are not referred to as Executive.

SECTION 8 – DUTIES OF EXECUTIVE OFFICERS

1. The elected Executive shall consult with, take direction from and represent all parents of the school. The Executive shall work as a team to ensure Council purposes are achieved.

2. All officers are expected to attend all Executive, General and Special Meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct (as described in Policy Section).
3. If an Executive member is unable to attend, they should inform the Secretary prior to the meeting.
4. The Executive may select a "Chair Designate" from the Executive Officers. This person shall convene and preside at Council meetings when requested to do so by the President.
5. Each Executive Position shall have a designated folder within the PAC server-based files where all written material pertaining to the position is to be maintained in a current and orderly fashion. These official materials must be delivered to their successors or the President within 14 days following the date at which their successors assume their duties.
6. The Executive officers shall perform the duties detailed below:

a. PAC PRESIDENT

- i. convene and preside at all Executive, General and Special meetings or notify the Chair Designate to assume this duty as necessary;
- ii. shall be familiar with and follow the Constitution and Bylaws;
- iii. shall ensure that an agenda is prepared and distributed following the Bylaws;
- iv. shall ensure a quorum is present before calling a meeting to order;
- v. shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee shall be the official spokesperson and representative for the Council, always acting on behalf of the majority of the members and not personally;
- vi. shall be one of the three signing officers; and
- vii. shall submit a written annual report to the membership.

b. 1st VICE PRESIDENT

- i. shall assume the responsibilities of the President in the President's absence;
- ii. shall accept extra duties as required; and
- iii. shall submit an annual report.

c. 2nd VICE PRESIDENT

- i. shall assume the responsibilities of the 1st Vice President in the President's or 1st Vice-President's absence;
- ii. shall accept extra duties as required; and
- iii. shall submit an annual report.

d. TREASURER

- i. shall have a demonstrated ability and/or understanding of bookkeeping procedures;
- ii. shall keep an accurate and current record of all receipts and expenditures of the Council;
- iii. shall reconcile bank statements monthly;
- iv. shall assess all financial undertakings to ensure they are within the annual budget;
- v. shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices;
- vi. shall prepare a written financial report for presentation at each Council meeting;
- vii. This shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable and the net surplus or deficit;
- viii. shall be responsible for issuing receipts and ensuring monies paid to the Council are promptly deposited by one of the Council signing officers;
- ix. shall be one of the three Council signing officers;
- x. shall ensure all bills are paid promptly;
- xi. shall draft a budget with the assistance of the PAC President;
- xii. shall ensure that another member of the Executive has access to the books in the event of his/her absence; and
- xiii. shall submit an annual report.

e. SECRETARY

- i. shall record the minutes of all Executive, General and Special meetings;
- ii. shall prepare complete minutes within two weeks of any meeting;
- iii. shall file the original copy of the minutes online;
- iv. shall issue and receive correspondence on behalf of the Council;
- v. shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office and to the Secretary-Treasurer of District 35 School board for safe keeping;
- vi. shall ensure safekeeping of all records of the Council; and
- vii. shall keep a complete and current inventory, including location, of all PAC assets.

f. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- i. shall attend DPAC meetings or designate an alternate to attend shall report back to the Council regarding issues discussed;

- ii. shall seek input from the Council for presentation at DPAC meetings;
- iii. shall vote the Council wishes at DPAC meetings; and
- iv. shall maintain the Councils' information binders with DPAC meeting minutes and materials provided by DPAC and BCCPAC.

g. MEMBERS-AT-LARGE

- i. shall serve in a capacity to be determined by the Council at the time of election, and at other times as the council requires.

SECTION 9– COMMITTEES

- 1. Standing and ad hoc committees shall be formed when necessary.
- 2. Committees are responsible to the Executive and General members. Committee chairs report to the Executive and prepare written annual reports.
- 3. See Appendix C for the recommended Standing Committees and their duties.

SECTION 10– FINANCES

- 1. A tentative budget should be drawn up by the Treasurer/Executive and modified and approved by the membership at the final General Meeting of the year. A new budget must be approved before the old one expires. This will help the Fundraising Coordinator to plan and, if necessary, book fundraising companies for the fall term.
- 2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate accounts for École Belmont Elementary School Parent Advisory Council, except for a cash float of up to \$300 which shall be held in the PAC safe located in Ecole Belmont Elementary School.
- 3. The Treasurer will maintain the financial record keeping of the Ecole Belmont Elementary School Parent Advisory Council and will be one of the Council signing officers.
- 4. The Treasurer is authorized to disperse monies as directed by the members as expressed at Executive and General meetings cheques. The cheques shall be signed by two of the Council signing officers. Cheques shall not be signed by anyone who is the payee or immediate family of the payee.
- 5. Whenever possible, collection of funds should be in the form of cheques made out to Ecole Belmont Elementary PAC or through direct e-transfer to the bank accounts of Ecole Belmont Elementary School PAC. Cheques should be promptly deposited to the appropriate Council bank account by the Treasurer.
- 6. Two members (one shall be a member of the Executive who is not the Treasurer) , who are not related, must verify and account for monies collected from events or fundraising. Totals must be recorded on a PAC Deposit Form signed by both members who participate in the counting. A copy of which should be provided to the Treasurer for record keeping. The PAC Deposit Form should then be used to prepare a Bank deposit slip and then verified and deposited by the PAC Treasurer. ALL monies raised

- by the Council must be deposited promptly in a Council account before being dispersed so that proper records are maintained. Completed deposit books should be kept with the Treasurer for record retention.
7. There shall be a minimum of three signing officers for banking and legal documents. This shall be the President, the Treasurer and at least one other Executive officer as decided by the Executive.
 8. Signing officers must never sign a cheque where the “payee” is left blank.
 9. Expenditures for operations of the Council may be approved at Executive Meetings. All proposed expenditures on capital, school events, or items/services for the school will be first presented to the Executive, and then must be approved by a majority at a General Meeting.
 10. All money paid out from the Council will be as a cheque on receipt of a detailed invoice or receipt. (NOTE: each receipt should be attached to a cheque requisition and kept in order)
 11. The Treasurer shall submit a written financial report at each Executive and General Meeting which includes a Balance Sheet and Income Statement (year to date). The Treasurer shall submit a complete Annual Statement at the first General Meeting after the end of the Councils’ fiscal year (August 30)
 12. The Treasurer shall prepare a bank reconciliation each month for each of the PAC bank accounts. The reconciliation shall be submitted for review to the PAC President. PAC President shall sign and date all bank reconciliations and these will be retained in the Treasurer’s files.
 13. A review of the accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer.
 14. All financial records are the legal property of the PAC and must be kept for a minimum of seven years and turned over to the Executive on demand. Any members who make such arrangements with the Treasurer can view financial records at the school.
 15. The President will be given a copy of bank statements each month.
 16. Executive has the power to spend money allocated in the budget. Items over \$100 not covered in the budget must come back to a General Meeting for approval.
 17. There will only be one cheque book for gaming and general account each and it will be in the possession of the Treasurer or a designate Executive Member in case of his/her absence.
 18. All bank accounts must have the cancelled cheques returned with each monthly bank statement.
 19. Gaming cheques should be signed by signatories other than Treasurer whenever practicable, per BC Gaming Commission best practices.

SECTION 11 - CHANGING THE CONSTITUTION AND BYLAWS

1. Amendments to the Constitution and Bylaws of École Belmont Elementary PAC may be made at any General Meeting at which business is conducted providing:
 - a. written notice of the meeting has been given to all members a minimum of 14 days in advance of the meeting;
 - b. the notice of the meeting will include the specific amendments proposed;
 - c. that the amendment passes by a majority vote of 75% of the voting members present; and
 - d. changes to the constitution will be forwarded to the Langley DPAC office.

SECTION 12 - CODE OF CONDUCT and CODE OF ETHICS

1. All École Belmont Elementary School PAC members will adhere to the Code of Conduct as written in the PAC Policies and Procedures (set out in Appendix A).
2. All PAC volunteers must read the Board of School Trustees Policy #4012 (Community Volunteer) and sign the Community Volunteer Code of Conduct (found in Appendix [B](#)).

SECTION 13 – DISSOLUTION

1. In the event of a dissolution of the Council, and following payment of all outstanding debts and any costs of dissolution, the Council shall transfer any remaining funds and assets to another PAC that has similar objectives to ours and meets Gaming Commission eligibility requirements, or a charitable organization or organizations registered under the provisions of the Income Tax Act (Canada). This shall be determined by the membership at the final meeting. This provision shall be unalterable.
2. In the event of a dissolution of the Council, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council or the Secretary Treasurer of School District No. 35.

Appendix A - ÉCOLE BELMONT ELEMENTARY SCHOOL PAC POLICIES AND PROCEDURES

1. Policies may be brought forward at any General Meeting of the members and must pass by simple majority vote.
1. **Code of Conduct**
 - a. The École Belmont Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.
 - a. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
 - b. A parent who accepts a position as a Council Executive Member:
 - i. upholds the Constitution and Bylaws, policies and procedures of the Council;
 - ii. performs her/his duties with honesty and integrity and meets agreed upon deadlines on projects;
 - iii. works to ensure that the well-being of students is the primary focus of all decisions;
 - iv. respects the rights of all individuals;
 - v. takes direction from the members, ensuring that representation processes are in place;
 - vi. encourages, supports and provides information to parents and students with individual concerns how to advocate on their own behalf;
 - vii. works to ensure that issues are resolved through appropriate process;
 - viii. strives to be informed and only passes on information that is reliable and correct;
 - ix. respects all confidential information; and
 - x. supports public education.
2. **Conflict of Interest Policy**
 - b. This refers to a situation in which an individual or his/her immediate family could benefit monetarily or otherwise from a decision of École Belmont Elementary School PAC, which that individual could influence or vote on. ALL members must refrain from discussing, influencing and voting upon any matter before the Council in which they have a conflict of interest.

- c. To prevent any conflict of interest which could affect PAC's eligibility for gaming grant, any member of the PAC who is also a staff member of Belmont Elementary cannot participate in the application process for the gaming grant or discussion/vote to spend the gaming grant money.
- d. If there is a debate on whether a matter presents a conflict of interest, the President must call for a vote to determine if a subject matter presents a conflict. If the conflict of interest pertains to the President, the President will step aside and a VP will call for the vote.

3. **Perceived Policy**

- a. Refers to a situation which may exist if an individual who represents the PAC is not speaking solely in the interest of the parents and this may diminish the power of what has been said.
- b. The voice of this PAC must clearly be, and must be perceived to be, that of the parents of this school.
- c. Members who have concerns should refer them to the PAC Executive.

4. **Budget Process:**

- a. Step One:

In May/June each Committee should meet with the Treasurer to decide what are reasonable expenses for the coming year. The Treasurer helps the committee cost out projects and other appropriate expenses relevant to the committee. The PAC Executive, in consultation with the Treasurer, identifies ongoing expenses, revenues and operating costs.

- b. Step Two:

The PAC Executive reviews the proposals from each committee and the school. As a group the review revises and prioritizes the proposed budget. This includes decreases or increasing projected revenues and expenses, adding or deleting proposed projects or expenses.

- c. Step Three:

The proposed budget is presented to a General Meeting of the PAC for discussion and adoption.

- d. Step Four:

The PAC Executive reviews the budget in the fall. Based on the Treasurer's recommendations and discussion they add or delete projects based on whether or not it is still happening and add any new fundraising projects.

- e. Step Five:

The budget and changes appear in the Treasurer's Report.

5. Meetings Policy

- e. The Secretary will record the attendance of all PAC members at each meeting and will be included in the minutes.

6. Annual General Meetings

- a. The President only votes in the election of the Executive committee.

7. Fundraising Policies

- a. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by the PAC, usually as defined by the budget.
- b. General funds raised should be dedicated to providing the most, and ideally lasting, benefit for the students as decided by the parents.
- c. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
- d. It shall be stated to the membership how the proceeds of any fundraiser will be directed.
- e. Fundraising by the PAC will be undertaken in consultation with School Administration and the approval of the École Belmont Elementary School PAC membership.
- f. Fundraising must be sensitive to the fundraising of other groups within the community.
- g. A report and financial statement must be submitted to the Treasurer of the Executive Committee within 15 days of the completion of the event.
- h. PAC funds will be used to benefit the students of the school and for parent education.
- i. Gifts for departing staff or departing PAC executives or General Members will not be purchased with PAC funds. Event appropriate cards may be sent, a donation may be made to a local charity in the person's name, or an "appreciation event" or some similar expression of appreciation may be shown.
- j. Special event fundraisers (e.g. Grade 7 Project) are recognized as special case and shall be governed by guidelines. Special event fundraisers proposed must be accepted by the PAC, project coordinators and school administration.

Appendix B – LANGLEY SCHOOL DISTRICT COMMUNITY VOLUNTEER POLICY #4012

Community Volunteer Policy #4012
[Policy-4012.pdf \(sd35.bc.ca\)](#) - Insert into PDF

Appendix C – Recommended Standing Committees

1. Emergency Preparations Committee

- a) Shall attend all meetings of the School or District Emergency Preparedness Committee
- b) Committee
- c) Shall assist the school to ensure all student identification and release forms are up-to-date and properly stored
- d) Shall check supplies for expiry dates
- e) Ensure classroom lists are current
- f) Shall assist in training of parents, staff and students for evacuation drills
- g) Shall be familiar with District 35 Emergency Response Plan

2. Health and Safety Committee

- a) Shall monitor student safety issues such as traffic, emergency prep., school grounds and playground equipment to identify improvements and ways to achieve them
- b) Shall investigate and act on parent concerns regarding health and safety issues
- c) – i.e. Air quality in portables, carpeting, food handling
- d) Liaise with school administration and Public Health Nurse to promote head lice checks and current information training
- e) Monitor traffic in school drive-thrus, neighbouring streets, identify problem areas and implement measures to improve safety
- f) Coordinate with Block Watch and ICBC safety programs and/or Block Parent

3. Parent Education Committee

- a) Shall inform members at General meetings of any speakers, workshops or conferences which may be of interest to parents
- b) Shall arrange topics and guest speakers where a parent education component is desired
- c) Shall maintain a record of speakers, their topics, handouts and costs
- d) Shall purchase parent education materials for the parent library with the approval of the membership
- e) Shall oversee the Parent Library and ensure all materials are kept in an organized manner
- f) Shall maintain and post a master list of all available parent resource materials

4. Room Parent Coordinator(s) – one coordinator for intermediate, one for primary

- a) Shall coordinate and recruit parents from each class
- b) Shall establish phone/fax/email trees with the assistance of a coordinator from each class to find volunteers for projects
- c) Shall facilitate communication between the Executive and the parent body

5. Fundraising Committee

- a) Develops an annual fundraising calendar
- b) Coordinates all fundraising events for the PAC

- c) Assesses new fundraising events and makes recommendations
- d) Works with the Treasurer to ensure all funds are collected and accounted for as outlined under Financial Policies Section
- e) Submits an annual report

6. Social Events Committee

- a) Fall BBQ/Epluchette, Winter Carnival, June BBQ/La Foire and others as needed
- b) Develops a budget for social events
- c) In conjunction with the school and other committees develops an annual calendar of social events for the school
- d) Coordinates social events i.e. time, place, decorations, refreshments

7. Sunshine Committee

- a) Develops a budget for sunshine events
- b) Works in conjunction with the school and other committees to bring good cheer to the school community
- c) Coordinate sunshine events i.e. time, place, decorations, refreshments
- d) Sends cards of sympathy, congratulations etc. on behalf of the PAC
- e) Coordinates refreshments for General Meetings, teacher appreciation days, thank you teas etc.,

8. Gaming Fund Committee

- a) Prepare Gaming Fund applications
- b) Coordinates communications with Gaming Commission, including ensuring submission of annual financial report to Gaming Commission
- c) Works in conjunction with the school, other committees and PAC-at-large, to ensure timely and appropriate utilization of gaming funds
- d) Prepare and submit a written annual report to the membership

9. French Culture Liaison

- a) Participate in coordinating events such as La Foire, Carnival and others
- b) Coordinate communications with Canadian Parents for French (CPF)
- c) Coordinate distribution of information on École Belmont's French Immersion Program
- d) Monitor Belmont French Trust
- e) Maintain communication between French and English communities to ensure co-operation and participation of both communities in events and activities