

## SECTION VI – EXECUTIVE

### 1. Executive Positions

The Group shall elect a state of officers from the voting members for each school year. Number and position of Executive should be determined by local organizational needs, but should include the following:

1. President or Co-Chairs
  - shall convene and preside at all membership, special and executive meetings
  - shall, in consultation with the school staff and administration, ensure that an agenda is prepared and presented
  - shall appoint committees where authorized to do so by the executive or membership
  - shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
  - shall be one of the financial signing officers
  - shall not vote on any matter except in the case of a tie, then will vote in accordance with the Constitution and Bylaws and for the good and benefit of the councils purpose
2. Past President
  - shall help make smooth transition between presidents
  - shall act as a consultant for the President
  - shall chair the nominating committee
  - shall vote on any matter providing membership requirements are met
3. Vice President (not applicable in case of Co-chairs)
  - shall assume the responsibilities of the President in the presidents absence
  - shall accept extra duties as required
4. Secretary
  - shall record all minutes of membership meetings, special and executive meetings and distribute copies by the next meeting
  - shall issue and receive correspondence on behalf of the organization
  - shall post monthly minutes on the Council Bulletin board for all parents perusal in as timely a manner as possible after each general meeting
  - shall keep a copy of the Constitution and Bylaws on file and if any changes are made, they shall be done in red and the amended copy shall be dated and initialed
  - shall insure that a revised copy of the Constitution and Bylaws is sent to the Secretary-Treasurer of School District #23

5. Treasurer
  - shall maintain an accurate record of all expenditures of the Council according to recognized accounting practices
  - shall receive all monies for the council
  - shall disburse all funds authorized by the executive
  - shall give a report of all receipts and expenditures at all General Meetings
  - shall be one of the signing officers
  - shall deposit all monies collected on behalf of the Council in an account at a recognized Financial Institution approved by the Executive
  - shall insure that the financial records are audited annually as well as making them accessible to the President for inspection monthly
  - shall present and circulate copies of and Annual Financial Statement at the Annual General Meeting of the Council
  - shall maintain a cash float of \$100.00
  - shall help make a smooth transition between treasurers
6. COPAC Representative
  - shall attend monthly meetings of the Central Okanagan Parent Advisory Council (COPAC)
  - shall make a report of these meetings at the monthly General Meeting of the Council
  - shall act as a link between the Council and the District Council on matters pertaining to education and shall from time to time gather and record the councils vote on certain district issues
  - shall help make smooth transition between COPAC reps
7. Members at Large
  - shall attend all executives and general meetings in an advisory role
8. The School Planning Council (SPC) representatives shall:
  - a. be one of three elected SPC representatives
  - b. represent and speak on behalf of the PAC at SPC meetings
  - c. take direction from the general PAC membership
  - d. report back to the PAC at general meetings

One of the three elected School Planning Council members would be elected as the School Planning Council Representative in the October Parent Advisory Council elections.

## 2. Executive Meetings

1. Executive meeting times are to be set by the executive
2. Extraordinary meetings may be called by the president