

GARDEN CITY ELEMENTARY SCHOOL

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CARING, RESPECTING, AND LEARNING TOGETHER!

Call for Nominations for PAC Executive Positions!

Garden City Elementary Parent Advisory Council

Annual General Meeting, May 2017 (exact date TBA)

As per the Garden City Parent Advisory Council (PAC) Constitution, the 2016-2017 PAC Executive is giving 30 days notice for nominations of Garden City Parents wishing to be elected to the 2017-2018 PAC Executive.

What does the PAC Executive do?

- * help create a fun, caring and safe community for all Garden City students.
- * foster communication with school administrators, teachers and parents
- * help plan extracurricular activities for our children such as drumming, dance, movie nights, musical and culturally enriching performances and picnics.
- * provide weekly hot lunch for Garden City Students.
- * raise funds activities for our extracurricular activities as well as school equipment (library books, computers, gym equipment) and more.

Parents who are leaving at the end of 2017-2018 are **very willing to mentor new parents**. Please take a look at the different roles which is posted on the PAC Website and seriously consider making a difference in our tightly-knit community. If you have been thinking about getting involved but have not done so, then this is your chance to learn from the "pros." And don't worry...we're here to support each other and help our kids.

It is also a great way to get to know your children's friends families while helping out the school.

Nominations are now being received for the 2017- 2018 PAC Executive. These positions are **essential** and must be filled to keep GC PAC active. Term of office is one year from June 1st 2017 to May 31st 2018. All positions are open for nominations.

EXECUTIVE

**Chairperson
Vice-Chairperson
Treasurer
Secretary**

MEMBERS-AT-LARGE

**Fundraiser
Hot Food Day Coordinator
Early Warning Coordinator
Volunteer Coordinator**

We would like to encourage every parent or legal guardian of a child at Garden City Elementary School to participate in GC PAC. You may volunteer your own name, or nominate another person with their consent. **Positions can be shared** Becoming part of GC PAC is an excellent way to become involved in your child's education and to be informed about the public education system, school issues, programs and events.

We need parents to volunteer their time in order to keep GC PAC active and help continue to make Garden City Elementary School a great place to be.

Please complete this form and return it to the school office or bring it to the GC PAC Annual General Meeting. Voting for Executive Committee positions will take place at the GC PAC Annual General Meeting May 2017 at Garden Elementary School.

For more information, email Garden City PAC (gardencityPAC@gmail.com).

**NOMINATION FORM FOR GARDEN CITY ELEMENTARY SCHOOL PAC
EXECUTIVE COUNCIL**

I would like to nominate the following person for the following PAC position:

Nominee Name: _____

Position: _____

Signature of nominator

Phone Number

**GARDEN CITY ELEMENTARY PARENT ADVISORY COMMITTEE (GC PAC)
DUTIES OF EXECUTIVE MEMBERS**

EXECUTIVE

Chairperson:

We are looking for a "fearless" leader to help school administrators:

- plan activities for children
- decide on activity calendar
- set the agenda for PAC meetings
- chair meetings
- proof minutes before distribution
- know the constitution
- mentor new parents
- delegate duties
- diffuse hostility and resolve conflict with carefully chosen words

Must be diplomatic, democratic, organized and love making a difference in the lives of little people who will grow up to be amazing adults.

Commitment: 5 hrs/month

Vice Chairperson:

- assists the Chair
- chairs PAC meetings when chair is unavailable
- leads a fundraiser
- lends a hand
- take on any miscellaneous duties or delegate
- encourages new parents/guardians to join the team

Must be supportive team player who is prepared to lead at times. Being positive helps builds cohesion among members.

Commitment: 5 hrs/month

Secretary:

- takes notes during meetings
- types them up for distribution
- keeps record of minutes
- present correspondence at meetings
- lead a fundraiser
- train a couple of up and coming secretaries in case you want to take on another role

Must be able to record minutes accurately, and read your own writing.

Commitment: 3 hrs/month

Treasurer:

- receive, collect and deposit money in the GC PAC accounts
- issue payments in a timely manner
- make sure signing officers sign cheques
- report GC PAC's financial position at each PAC meeting
- prepare cash float for events
- apply for lottery license and grants
- prepare a year end financial report
- look for more "number crunchers" to help count beans

Must be honest, law-abiding, bona fide, above board, trustworthy, and honourable..

Commitment: 3 hrs/month

Members-at-large

Fundraiser:

- recommends a few good fundraisers to executive members at the beginning of the year (Entertainment Book, dessert or appetizer, Cash for Clothes, carnival)
- lead a fundraiser
- schedules fundraising events evenly throughout the year
- creates, distributes and collects order forms
- counts money with parents and treasurer
- makes arrangements for the delivery of orders
- distributes orders with parents
- prepare financial reports of all fundraising events with the approval of the Treasurer
- attend monthly meetings and Annual General Meeting

Must be able to lead or help lead fundraisers. It's the only job where you get some perks from companies.

Commitment: Variable depending on Fundraising activity.

Hot Food Coordinator:

If you cares about nutritious meals, this is a job for you:

- research types of hot lunches available at the beginning of the school year
- decide on a hot lunch menu that children will eat
- create, distribute and collect the food order
- count money with parents and treasurer
- order food
- distribute food with parents and Gr. 7 students
- help with Sports Day, movie night

Must have Food Safe certificate and be able to trouble shoot if not enough or too much food is delivered. Must know, like and get along with the Volunteer Coordinator; you will have no help otherwise.

Commitment: 3 hrs/month

Early Warning Coordinator:

- recruits a team of "agents" (hint: individuals who like mornings are not likely to be late themselves)
 - keeps his/her eyes open for kids who try to slip past you (no one wants a late slip)
 - issues late slips to students after the second bell rings
 - compares the list of late students to the attendance record for each division in the morning
 - checks the Early Warning voice mail to make sure each absent student has been accounted for
 - contacts the parents of unaccounted students to find out if they are on their way to school, sick or just "playing hooky"
 - has a mediocre command of a second language (Cantonese and/or Mandarin)
 - train a couple of up and coming secretaries in case you want to take on another role
- Must be able a happy, lively morning person ... being grumpy or late is not an option.

Commitment: 3 hrs/month

Volunteer Coordinator:

- recruits a team of "agents" to help with tasks (counting money, preparing notices, entertainment book, cash 4 clothes)
- willing to help out if other volunteers aren't available
- Preferably can speak Cantonese, Mandarin
- An outgoing person who enjoys socializing would be perfect for this job
- if you have several children of different ages you would have access to more parents

Commitment: 2 hours / month