

Hudson PAC Roles

The rules governing PACs in BC can be found here. <https://www.vsb.bc.ca/sites/default/files/DPAC/HandbookforPACS.pdf>

The Hudson PAC follows these generally but have specific variations that have developed over the years. Rarely is there a heavy-duty election. Sometimes there is competition for roles, but normally people are elected by acclamation (i.e. they win because there was no competition.) The Hudson PAC has normally held elections in October.

As it currently functions, the Hudson PAC needs the following roles to be carried out, regardless if the person is on the Executive or not. Where we need new folks to step up is shown in the chart below.

Role	Team Leader	External Affairs	Special Events	Scribe and Communications	Treasurer	Bookkeeper	Activities Coordinator	Hot Lunch Coordinator	Webmaster
PAC Exec Title	PAC Chair/President	Vice Chair External	Vice-Chair Internal Relations	Secretary (works best if there are co-secretaries)	Co-Treasurer	Co-Treasurer	Not Currently on Exec	not on Exec	not on Exec
Status of Role	<ul style="list-style-type: none"> Robert currently is Interim PAC Chair. Willing to proceed if other roles filled. 	<ul style="list-style-type: none"> Alan, but will not be coming back for October. 	<ul style="list-style-type: none"> Nina, willing to continue 	<ul style="list-style-type: none"> Vacant. Former position holder moved to a different district 	<ul style="list-style-type: none"> Dana. Willing to continue if other roles filled 	<ul style="list-style-type: none"> Robert. Will be empty. Robert can't do two roles. 	<ul style="list-style-type: none"> Nicola. Willing to continue. Strongly recommended this become an Executive Position 	<ul style="list-style-type: none"> Marina B. Continuing as hot lunch coordinator. This role is not an Executive role. 	<ul style="list-style-type: none"> Vacant. Basic work is done by Robert and Nicola
Minimum Job Duties	<ul style="list-style-type: none"> Chair monthly General Meetings and Executive Meetings Set the Agenda for the meetings First point of contact for Principal Work to ensure elections happen and budget is passed 	<ul style="list-style-type: none"> Keep in touch with DPAC Monitor announcements from the VSB Prepare reports on Advocacy issues around the district Participate in decision making with respect to fund raising and programs 	<ul style="list-style-type: none"> Point person for major events Negotiate with suppliers Recruit assistance where needed Participate in decision making with respect to fund raising and programs 	<ul style="list-style-type: none"> Attend meetings Produce Minutes Collect info for weekly reminders Participate in decision making with respect to fund raising and programs 	<ul style="list-style-type: none"> Process expense forms and invoices Write cheques Consult with Executive on annual budget Monitor the bank accounts Participate in decision making with respect to fund raising and programs 	<ul style="list-style-type: none"> Produce monthly budget vs actual reports Consult with Executive on annual budget Participate in decision making with respect to fund raising and programs 	<ul style="list-style-type: none"> Take requests for extra curricular activities Work with the VSB and Principal to find providers Negotiate dates and rates where applicable Communicate activities through the website 	<ul style="list-style-type: none"> Plan Hot Lunch Fundraiser Recruit Volunteers Work with food providers Plan menus For more information please contact Marina directly 	

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Recommended Skills	<ul style="list-style-type: none"> • Organizational, Communications 	<ul style="list-style-type: none"> • Interest in Education Issues overall. Ability to network outside school. 	<ul style="list-style-type: none"> • Organizational. Negotiation. Delegation 	<ul style="list-style-type: none"> • Organizational, Communications, Computer Skills 	<ul style="list-style-type: none"> • Basic Finance knowledge 	<ul style="list-style-type: none"> • Basic Finance knowledge • Knowledge of bookkeeping software 	<ul style="list-style-type: none"> • Organizational Negotiation • Delegation 	<ul style="list-style-type: none"> • Contact Marina B for details 	<ul style="list-style-type: none"> • Ability to Use WordPress