

PAC EXEC Role Descriptions

All of the members that hold these positions are required to attend the monthly PAC meetings and volunteer for at least 50% of the events/fundraisers at the school

The Vice-President will:

- Support the president;
- Assume the duties of the president in the president's absence or upon request;
- Assist the president in the performance of his or her duties;
- Accept extra duties as required;
- Submit an annual report in conjunction with the president.

The Secretary will:

- Ensure that members are notified of meetings;
- Record and file minutes of all meetings;
- Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;
- Prepare and maintain other documentation as requested by the membership or executive;
- Ensure safekeeping of all records of the Council.

The Hot Lunch Co-Coordinator will:

- Do Costco and/or grocery shopping (approx. biweekly)
- Research and communicate with vendors
- Manage the hotlunchbulpitt@outlook.com inbox
- Manage the Bulpitt Munch a Lunch ordering system which includes creating menus, pricing items, uploading fundraiser items/details, assisting with lunch credit, tracking lunch sponsorships, submitting reports to vendors, printing reports
- Support parents and teachers with Fun Lunch issues
- Prepare snack and vendor deliveries and manage distribution of lunches on Fun Lunch Days
- Communicate with PAC exec members in regards to Fun Lunch operations and finances
- Track food stock and organize PAC closet occasionally
- **The parent to assume this role will not be responsible for all duties. This role will be shared with Zoe, as co-hot lunch coordinator. She will guide and support you with these duties.**

Member at Large:

- support the efforts of the PAC (organizing, volunteering, etc)
- attend the monthly meetings
- weigh in on PAC matters by voting