

PAC EXEC Role Descriptions

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

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 RBE 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 Christina, as hot lunch co-coordinator. She will guide and support you with these duties.**

The Volunteer Coordinator will:

- Assist PAC in recruiting volunteers for events;
- Organize volunteer schedules and sign ups;
- Support volunteers by answering questions and giving guidance during events;
- Work with PAC executive members to make sure volunteer needs are met;
- Follow up with volunteers after events for any feedback or providing them with other information that they might need.

Members at Large will:

- Support the efforts of the PAC (organizing, volunteering, etc);
- Attend the monthly meetings;
- Weigh in on PAC matters by voting.

The descriptions for President, Vice-President, Secretary, Treasurer and DPAC Representative can be found in our Constitution and Bylaws, pages 7-8, found here: <https://richardbulpittpac.com/constitution-and-bylaws/>