



Welcome to the Kingswood PAC!



Did you know, that as a parent/guardian of a registered student at Kingswood, you are already a member of our Parent Advisory Committee (PAC)? As such, all parents/guardians are able, and encouraged, to participate in PAC meetings and activities.

What is a PAC?

A PAC, (through the BC School Act), is the official collective voice of the parents and guardians of a particular school's community. The PAC will:

- fundraise to be able to support with additional activities such as fine arts performances, help subsidize field trips, or purchase equipment/materials to support special activities/events (i.e. sports uniforms)
- provide input to the school
- learn about, participate, and even offer ideas for special events
- advocate for all students of the school community
- apply for gaming grants from the provincial government (equivalent to \$20 per student)
- seek out presentations to support parents, i.e. Saleema Noon, Social Media Safety, etc.
- help organize social events, i.e. Meet the Staff evening, Family Movie Nights, Pancake Breakfast, etc.

We Are Seeking Members for our PAC for the 2022/2023 School Year!

- Our PAC Annual General Meeting will take place on Tuesday, June 14 at 6:15 pm via Microsoft Teams.
- At this meeting, we will be holding elections for positions on our PAC Executive: Chairperson, Treasurer, and Secretary. We thank Jennifer Croft (Treasurer) and Devinder Bassi (Secretary) for the service they have provided; however they will both be stepping down from their roles. This means we have vacant positions that will need to be filled in order for our PAC to operate. We will require nominations to be our PAC Chairperson, Secretary and Treasurer. If these roles are not filled, our PAC will effectively "collapse", and our school will be ineligible to apply for gaming grant funding for the next school year, (\$20 per student, which would amount to over \$4000). We encourage any parents who are interested in hearing more about these roles or about the PAC to attend our AGM on Tuesday, June 14 at 6:15 pm via Teams (link on second page). If you are interested in putting your name forward as a nominee for one of these positions, we encourage you to attend this meeting or you may forward your name/interest to kingswood@sd38.bc.ca.

What Are the Responsibilities of the Various Roles on the PAC Executive?

PAC Chairperson

(required for PAC to operate)

Convene and preside at membership, special and executive meetings. Prepare and present meeting Agenda. Act as official spokesperson for the organization, and act as a signing officer for the PAC. Liaise with school administration about activities.

PAC Treasurer

(required for PAC to operate)

Signing officer, provide a Treasurer's Report at each monthly meeting. Ensure all PAC funds are properly accounted for, all financial records retained. Work with Exec on drafting an annual budget, disburse funds as authorized by the PAC. Apply for grants/report out on grants.

PAC Secretary

(required for PAC to operate)

Record the Minutes of all general, special, and executive meetings, keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request. Issue and receive correspondence/minutes on behalf of the organization.

Additional PAC Roles Include:

Members at Large (Regularly attend meetings of the PAC (monthly), represent, speak, and vote on behalf of the PAC. Report regularly to the PAC on all matters relating to the PAC.); Hot Lunch Coordinators, Fundraising Coordinators, Staff Luncheon Coordinator, etc.)



LOOK!

PAC Annual General Meeting
Tuesday, June 14, 6:15 pm

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Other Questions:

How often does the PAC meet?

- We meet once per month, and aim to complete meetings within an hour

If I can't be on the PAC executive, am I still able to volunteer?

- Absolutely! We appreciate any sort of help, especially on lunch days, special events, in classrooms, etc.

It's also a great way to meet other parents/guardians!