

# EXECUTIVE POSITIONS

Overview of the roles of the GME PAC Executive

## 1 PRESIDENT

---

- Convene and preside at all general, special and executive meetings
- Ensure that the agenda is prepared with input from the principal and is presented at the beginning of the meeting
- Shall appoint committees where authorized to do so by the executive or membership
- Take such actions or ensure that such actions are taken by other to achieve the objectives and purpose of the Council
- Shall be the official spokesperson for the Council
- Be a signing officer
- Submit and annual report

## 2 VICE PRESIDENT

---

- Assume the responsibility of the president in the presidents absence
- Accept extra duties as required
- Ensure representation to the COPAC rep in the COPAC rep's absence
- Provide a copy of the constitution and bylaws to each newly elected officer at the AGM

## 3 TREASURER

---

- Responsible for a report on the accounts of the Councils at every general meeting
- Be a signing officer
- Prepare a financial report for publication in the school newsletter
- Draft a proposed budget of revenue and expenses in consultation with the executive
- Ensure that an alternate signing officer has access tot the accounting reports in the event of his/her absence
- Submit and annual report

## 4 SECRETARY

---

- Record the minutes of all general, special, and executive meetings
- Distribute minutes to the Council members in a timely fashion, no later than three (3) days prior to the following general meeting
- Keep an accurate copy of the constitution and bylaws
- Issue and receive correspondence on behalf of the Council
- May be a signing officer
- Safely keep all records of the Council.

## 5 COPAC REPRESENTATIVE

---

- Attend all COPAC meeting throughout the year
- Shall report back to the Council at all general meetings and be responsible for keeping the president apprise of urgent and/or time sensitive matters arising from the COPAC and other government levels
- Seek input from the Council and represent the will of the Council majority in his/her liaison duties at all COPAC and other government levels.

## 6 MEMBERS AT LARGE

---

- Shall serve in a capacity to be determined by the Council at the time of their election and at other times throughout their tenure, as required by the Council
- Attend monthly Executive meetings (as required), encouraged to attend monthly general PAC meetings, provide input on spending/events/fundraising, and fill in on volunteering as desired.

## 7 PAST PRESIDENT

---

- Help smooth the transition between presidents
- Assist and advise the Council
- Act as a consultant to the president
- Chair the nominating committee