

## DUTIES OF EXECUTIVE AND REPRESENTATIVES SAMPLE

### A. The President will

- a. speak on behalf of the Council
- b. consult with Council members
- c. preside at membership and executive meetings
- d. ensure that an agenda is prepared
- e. appoint committees where authorized by the membership or executive
- f. ensure that the Council is represented in school and district activities
- g. ensure that Council activities are aimed at achieving the purposes set out in the constitution
- h. be a signing officer
- i. submit an annual report

The meeting agenda is usually the president's responsibility. It is good practice to consult with the executive, membership, principal (for PACs), or superintendent/school board liaison (for DPACs) before the meeting to give them an opportunity for input.

The terms "president" and "chairperson" are often used interchangeably.

The president usually gives a report at each meeting outlining work done and issues considered since the last meeting.

### B. The Vice-President will

- a. support the president
- b. assume the duties of the president in the president's absence or upon request
- c. assist the president in the performance of his or her duties
- d. accept extra duties as required
- e. be a signing officer
- f. submit an annual report

### C. The Secretary will

- a. ensure that members are notified of meetings
- b. record and file minutes of all meetings
- c. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d. prepare and maintain other documentation as requested by the membership or executive
- e. issue and receive correspondence on behalf of the Council
- f. ensure safekeeping of all records of the Council
- g. *DPAC—keep an accurate record of PAC representatives*
- h. *DPAC—assist the president in providing information to local news media*
- i. may be a signing officer
- j. submit an annual report

If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping.

Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.

**D. The Treasurer will**

- a. be one of the signing officers
- b. ensure all funds of the Council are properly accounted for
- c. disburse funds as authorized by the membership or executive
- d. ensure that proper financial records and books of account are maintained
- e. report on all receipts and disbursements at general and executive meetings
- f. make financial records and books of account available to members upon request
- g. have the financial records and books of account ready for inspection or audit annually
- h. with the assistance of the executive, draft an annual budget
- i. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j. submit an annual financial statement at the annual general meeting

**E. The DPAC Representative will**

- a. attend all meetings of (name of your DPAC) and represent, speak, and vote on behalf of the Council
- b. maintain current registration of the Council
- c. report regularly to the membership and executive on all matters relating to the DPAC
- d. seek and give input to the DPAC on behalf of the Council
- e. receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. receive and act on all other communications from the DPAC
- g. liaise with other parents and DPAC representatives
- h. submit an annual report

**F. Members-at-Large (Directors) will**

- a. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- b. submit an annual report

**G. The immediate Past President will**

- a. advise and support the membership and executive
- b. provide information about resources, contacts, and other matters
- c. submit an annual report

Annual reports are important because they

- provide an opportunity to review personal and council goals and achievements
- provide a record of actions taken
- outline responsibilities for those considering running for an executive position

**H. The School Planning Council (SPC) representatives will**

- a. attend all meetings of the school planning council (SPC)
- b. represent, speak, and vote on behalf of the Council at SPC meetings
- c. request and take direction from the membership and executive
- d. be strong advocates for meaningful parent involvement in the school and school planning
- e. provide a written report to all general and executive meetings
- f. attend general and executive meetings as directed by the membership or executive
- g. submit an annual report