



Nomination Form 2016/17

We encourage any parent who wants to help Lynn Fripps Elementary be the best school it can be by joining the Parent Advisory Council Executive. For more information please contact president@lynnfrippspac.com and review the Lynn Fripps PAC Constitutions and Bylaws available online at www.lynnfrippspac.com

The PAC's purpose is:

- To advise the principal and staff on parental views about school programs, policies and activities.
- To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
- To assist parents in accessing the system, and to advocate on behalf of parents and students.
- To organize PAC activities and events.
- To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

The Parent elections will be held at the PAC Annual General Meeting on Thursday May 26th at 7pm. All voting must be done in person; no proxy votes will be accepted. Alicia Rempel (current PAC President) will be running the election in accordance with the Constitution. Nominations forms can be turned into the office prior to the meeting for the following Executive Positions:

President	Vice-President
Secretary	School Planning Council
Treasurer	District Parent Advisory Council Rep
Member At Large x 2	

The President:

- shall speak on behalf of the PAC
- shall consult with PAC executive and members
- shall attend and preside over all membership and executive meetings
- shall ensure an agenda is prepared and presented.
- shall allow input from membership
- shall appoint committees where authorized by the membership or executive
- shall ensure that the PAC is represented in school and district activities
- shall ensure representation at DPAC meetings
- shall ensure that PAC activities are aimed at achieving the purposes set out in the constitution.
- shall ensure PAC Bulletin in main foyer is maintained and up to date
- shall oversee all PAC activities
- may be a signing officer
- shall submit an annual report, including a Financial Statement to the membership by the end of September each year

The Vice President

- Shall assume the responsibilities of the president in the president's absence or upon request
- Shall assist the president in the performance of his or her duties
- Shall accept extra duties as required
- May be a signing officer

The Secretary:

- shall ensure that members are notified of meetings
- shall record, prepare, distribute and file minutes of all membership, special and executive meetings shall keep an accurate copy of the constitution and bylaws
- shall submit a copy of the amended constitution and bylaws to the school office and the school board office
- shall prepare and maintain other documentation as requested by the membership or executive
- shall issue and receive correspondence on behalf of the PAC
- shall ensure all records of the PAC, including financial records are kept in a designated and accessible area on school premises
- shall keep an accurate record of PAC executive and committee members
- may be a signing officer
- shall submit an annual report to the membership

The Treasurer:

- shall be responsible for and report on the financial accounts of the organization
- shall maintain good record keeping of all financial activities of the PAC using acceptable book-keeping standards
- shall ensure all funds of the PAC are properly accounted for
- shall disburse funds as authorized by the membership or executive
- shall report on all receipts and disbursements at general and executive meetings
- shall make financial records and books of account available to the membership upon written request shall have the financial records and books of account ready for inspection or audit annually
- shall assist with an annual draft budget and tentative plan of expenditures
- shall be one of the three signing officers of the executive
- shall ensure that another signing officer has access to the financial records and books of account in the Treasurer’s absence
- shall prepare and submit a Year End Financial Statement and provide such to the president for submission to the membership
- shall submit an annual report to the membership

The DPAC/PAC Representative

- Shall act as a liaison between the PAC and the Langley DPAC
- Shall attend all meetings of the Langley DPAC and represent, speak and vote on behalf of the PAC
- Shall maintain current registration of the PAC
- Shall report regularly to the membership and executive on all matters in relation to the DPAC (at general meetings)
- Shall seek and give input regarding district (DPAC) and provincial (BCCPAC) issues to the DPAC on behalf of the PAC
- Shall receive, circulate and post DPAC newsletters, brochures and announcements
- Shall keep the DPAC handbook up to date

The School Planning Council Representative

The School Planning Council is a school committee, which is an external committee with respect to the PAC. The School Planning Council consists of the principal, a teacher elected by the teachers and 3 parents (one of which is an elected PAC executive)

- Shall represent the PAC at regular SPC meetings and extraordinary meetings required of the SPC and provide input regarding the following: the allocation of the staff and resources in the school
- Matters contained in the Board’s accountability contract relating to the school
- Educational services and educational programs in the school
- The development of a school plan for the school in respect of improving student achievements
- Matters assigned to the SPC
- Shall represent, speak and vote on behalf of the PAC at SPC meetings
- Shall request and take direction from the membership and executive

Members At Large x 2 positions

- Shall serve in a capacity to be determined by the PAC at the time of election and at other times as the PAC requires
- Shall be strong advocates for meaningful parent involvement in the school and school planning
- Shall attend general and executive meetings as directed by the membership or executive

All Executive positions are required to work in teams to put on small fundraisers throughout the school year.

LYNN FRIPPS PAC NOMINATION FORM 2016/2017

For the position of: _____

I nominate: _____

Parent Name: _____ Email: _____ Cell: _____

Home #: _____

**All nomination forms must be turned in by 7:00pm, May 26th*