

Executive Role	Duration	Time Commitment	Responsibilities
President	1 year	20-40 hours per month	<ul style="list-style-type: none"> • Attends Executive Meetings (January/May) and PAC meetings (7-9/year) • Participates in decision-making, voting member • Coordinates, collaborates, and/or delegates with event planning • Sets agenda and Chairs meetings <ul style="list-style-type: none"> ○ Circulates draft agenda to PAC/Principal prior to being brought to the meeting ○ Circulates agenda to class reps to circulate out to classes ○ Provides agenda to website coordinator to post on DPAC website prior to meeting • Liaises with school staff, parents, community members • Communication <ul style="list-style-type: none"> ○ Thank you letters ○ Requests for donations for events ○ Responds to teacher requests ○ Monitors DPAC email; responds to/forward requests to committee • Organizes DPAC representatives for VCPAC, events • Writes letter to District re: Principal's performance (annually) • Monitors DPAC bank account; has signing authority (in conjunction with Treasurer)
Vice-President	1 year	15-30 hours per month	<ul style="list-style-type: none"> • Attends Executive Meetings (January/May) and PAC meetings (7-9/year) • Participates in decision-making, voting member • Coordinates, collaborates, and/or delegates with event planning • Supports President in his/her role and responsibilities

<p>Secretary</p>	<p>1 year</p>	<p>5-15 hours per month</p>	<ul style="list-style-type: none"> • Attends Executive Meetings (2: January/May) and PAC meetings (7-9/year) • Participates in decision-making, voting member • Coordinates, collaborates, and/or delegates with event planning • Minute taking at PAC meetings <ul style="list-style-type: none"> ○ distributes to Executive/Principal for review, ○ makes changes/updates, ○ send to Website Coordinator to post on DPAC website ○ send to DPAC email for safekeeping ○ bring photocopies (or make at school) to next meeting for approval • Sign-in sheet – bring sign-in sheet to all PAC meetings; scan and send to DPAC email for safekeeping after meeting • December AGM – brings previous AGM minutes (previous December) to December meeting.
<p>Treasurer</p>	<p>1 year</p>	<p>15-20 hours per month</p>	<ul style="list-style-type: none"> • Attends Executive Meetings (January/May) and PAC meetings (7-9/year) • Participates in decision-making, voting member • Coordinates, collaborates, and/or delegates with event planning • All banking related to DPAC business • Monitors DPAC bank account; has signing authority (in conjunction with President) • Cheque-writing for reimbursements, pay bills • Applies for government/gaming grants, administers grants • Applies for Thrifty's cards, misc applications • Applies for gaming licenses

<p>Member-at-Large (level of involvement varies from person to person)</p>	<p>1 year</p>	<p>5-15 hours per month</p>	<ul style="list-style-type: none"> • Attends Executive Meetings (January/May) and PAC meetings (7-9/year) • Participates in decision-making, voting member • Coordinates, collaborates, and/or delegates with event planning <ul style="list-style-type: none"> ○ Back-To-School BBQ ○ Halloween Dance ○ Christmas Craft Fair ○ Movie Night ○ Bingo Night ○ Fun Day ○ End of Year Dance • Volunteer Coordinator for DPAC events • Fundraising Coordination/Planning (i.e. Playground Committee; Fundraising Committee) • DPAC newsletter • DPAC website Coordination and updates • Doncaster exterior information sign – update events (monthly) • Teacher Appreciation Day (June) coordination • End of Year Library Donation Coordination for families/teachers leaving school • Event tasks – various opportunities such as: <ul style="list-style-type: none"> ○ Concession for various events (buys foods, manages concession float, etc) ○ Cutting/bagging oranges for Terry Fox Run ○ Food donations ○ Bike/Walk to School Week – Bling Station (organizing, setting up, etc) ○ Earthquake kit restocking (annually) ○ Garry Oak Tree clean-up coordination ○ Hot Lunches ○ Ordering School Wear ○ Ordering School sport jerseys ○ Lice Checks ○ Class Rep Coordinator ○ etc...
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