

**Saint James Catholic School
P.A.C. Board Descriptions & Nomination form**

Please consider running for the 2022-2023 Saint James P.A.C. Board OR become a member. Serving on the board will fulfill your service hour requirement. Below are descriptions of all positions:

The President shall:

- Preside at meetings of the P.A.C.
- Call regular and special meetings of the P.A.C.
- Appoint committee chairpersons
- Act as necessary to further the goals of the P.A.C.
- Serve as an ex-officio member of the School Advisory Board and all committees except the Nominating Committee

The Vice-President shall:

- Perform all the duties of the president during the president's absence
- Perform duties relating to head room parents
- Perform other duties assigned by the president

The Secretary shall:

- Keep accurate record of all meetings of the P.A.C.
- Shall provide members with notice of regular meetings
- Publish the business agenda
- Maintain a membership list
- Handle the correspondence of the organization
- Perform such other duties assigned by the president

The Treasurer shall:

- Record all money and be responsible for turning it into the school office each night
- Shall request reimbursements from the school office
- Will keep accurate records of receipts and disbursements and make them available at any time to the Advisory Board
- Shall make a financial report at general meetings, in addition to a written annual report

The Room Parent Coordinator shall:

- Coordinate with the Room Parents regarding scheduled yearly parties and specific P.A.C. events
- Coordinate with P.A.C. board regarding Room Parents

P.A.C. Member shall:

- Attend PTG meetings
- Provide input to the board
- Assist with the planning of school events and activities
- Always have the best interest of the school in mind

_____ Yes, I would am interested in serving on the PAC Board for 2022-2023

(Name)

As

(Position)

_____ Yes, I would like to be a member. Name: _____

Please return this form to the school office,