

Anderson PAC Committees

Background

At the November 29, 2023 Anderson Parent Advisory Council General Meeting, there was a request to make efforts to return to communication and decision-making processes as outlined in the Anderson PAC Constitution and Robert's Rules of Order. There was also discussion around the necessity for committees to be formalized so that decision-making processes related to the diverse work of Anderson PAC could be transparent and inclusive. It was also acknowledged that participation on Anderson PAC is voluntary and depends on members fulfilling many roles and responsibilities. As volunteers, parents and caregivers contribute when they can, either during school hours or in the evening as their schedules allow, and all participation is equally valued and welcome. Formalizing committees and committee leads would allow for members who are unable to attend monthly evening PAC meetings to contribute in a more focused and less formal way, while those who can only attend evening meetings can still stay informed and participate in that capacity through updates and recommendations from committee leads. As a result, it was suggested that a list of standing committees be generated along with brief descriptions of their mandate and responsibilities (terms of reference).

The committees and descriptions listed below are in draft form and meant to initiate discussion and co-construction by PAC membership.

A helpful resource published by the BC Confederation of Parent Advisory Councils regarding the role of committees in PACs and DPACs can be found [here](https://bccpac.bc.ca/upload/2016/05/lm-tab12_committees_0.pdf).
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Standing Committees

Budget

- Members: Current Treasurer(s) and any other interested PAC member(s)
- Responsibilities:
 - Prepare Budget Statements
 - Apply for grants
 - Make recommendations to PAC regarding expenditures

Fundraising

- Members: A lead or multiple leads for each fundraiser and any other interested PAC member(s)
- Responsibilities:
 - Source, assess, and review fundraising options
 - Organize volunteers for various fundraisers
 - Organize donations drive

- Make recommendations to PAC regarding fundraising options and target accounts for each fundraiser (eg. grade 7 celebration, general funds, etc.)

Hot Lunch

- Members: A lead and any other interested PAC member(s)
- Responsibilities:
 - Source, assess, and review hot lunch vendors
 - Organize Munch-a-lunch app
 - Organize hot lunch volunteers
 - Make recommendations to PAC regarding vendor options and schedule

Breakfast Club

- Members: A lead and any other interested PAC member(s)
- Responsibilities:
 - Budget for and purchase groceries and equipment
 - Organize volunteers
 - Make recommendations to PAC regarding dates and expenses

Constitution

- Members: A lead and any other interested PAC member(s)
- Responsibilities:
 - Review current constitution
 - Make recommendations to PAC regarding amendments as they arise

Playground

- Members: A lead and any other interested PAC member(s)
- Responsibilities:
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Others?