

Henry Anderson Elementary PAC Hot Lunch Committee

Mandate: To fundraise for PAC funds through hot lunch offerings.

Chair: TBD

Committee members: PAC Members can be added on an ongoing basis to carry out the committee's mandate and responsibilities.

Responsibilities:

- To review and recommend/change vendors for hot lunch
- To propose menu items from vendors to PAC members
- To analyze and propose price of menu items
- To analyze cost, profit and expense of menu items
- To vet, set up schedule and submit orders/changes to vendors
- To recommend hot lunch schedule
- To present updates and feedback at PAC meetings
- To discuss hot lunch dates with school admin
- Ensure lunch is up to date and set up correctly for lunch orders and pricing
- To organize and communicate with hot lunch volunteers and distribute lunch to recipients

Reporting and Timeline

- The Chair or committee member will report applicable updates to the PAC members at PAC meetings and will communicate discussions at PAC meetings to hot lunch volunteers

The committee will make every effort to meet the following timeline:

- To propose fall schedule in September, date TBD
- To propose winter schedule in Nov PAC meeting
- To propose spring schedule in Feb PAC meeting

Financial Responsibilities:

Submit receipts/invoices to the PAC treasurer.

Decision-making:

PAC members that attend meetings will decide on recommendations submitted by this committee through motions and votes.