

# Henry Anderson Elementary | Parent Advisory Committee (PAC)

## Executive Nominations Form 执行委员会提名表



Nominations for PAC Executive positions are now open for the **2025 - 2026 school year.**

提名现已开放 · 申请2025年至2026年学校年度的家长咨询委员会执行委员会职位

- **Completed nomination forms must be received via email: [andersonpacgeneral@gmail.com](mailto:andersonpacgeneral@gmail.com) by 12pm, May 31<sup>st</sup>, 2025.** 完成的提名表格必须通过电子邮件发送至：[andersonpacgeneral@gmail.com](mailto:andersonpacgeneral@gmail.com)，截止日期为**2025年5月31日中午12点。**
- Elections will be held at the PAC Annual General Meeting (AGM) in June 2025.  
选举将于2025年6月举行的家长咨询委员会年度大会（AGM）上进行。
- PAC Executive Positions are voluntary and for a one-year term from July 1<sup>st</sup>, 2025 to June 30<sup>th</sup>, 2026.  
家长咨询委员会执行委员会职位是志愿性的，任期为从2025年7月1日到2026年6月30日的一年。

### **PAC EXECUTIVE POSITIONS AVAILABLE FOR 2025 - 2026:**

家长咨询委员会2025年至2026年可用的执行委员会职位：

Please mark an "X" in the table below beside all positions you are interested in.

请在下表中您感兴趣的所有职位旁边标记“X”。

EXEC POSITION 行政职位	TERM	MARK (X)	POSITION 职位	TERM	MARK (X)
1. Chair 主席	2025-2026		5. Hot lunch Lead 委员会负责人-热午餐	2025-2026	
2. Vice Chair 副主席	2025-2026		6. Communications Lead 委员会负责人-传播	2025-2026	
3. Treasurer 财务主管	2025-2026		7. Fruits/Veggies Lead 委员会负责人-水果/蔬菜	2025-2026	
4. Secretary 秘书	2025-2026		8. Fundraising Lead 委员会负责人-筹款	2025-2026	

CANDIDATE INFORMATION		
NAME 姓名:	EMAIL / PHONE 电子邮件 / 电话:	STUDENT'S NAME AND DIVISION 学生姓名/班级划分
CANDIDATES SIGNATURE 候选人签名:		DATE 日期:
<input type="checkbox"/> By signing this form, I hereby certify that have read and understand <a href="#">Henry Anderson PAC Bylaws</a> and am an eligible member. 我特此证明已阅读并理解PAC 章程		

NOMINATOR INFORMATION	
NAME 姓名:	EMAIL / PHONE 电子邮件 / 电话:
NOMINATOR SIGNATURE 提名签名:	DATE 日期:

RECEIVED BY:		
NAME 姓名:	DATE 日期:	TIME 时间:

Below is the link to the PAC website:

[Anderson PAC | Anderson Elementary School \(sd38.bc.ca\)](https://sd38.bc.ca/AndersonPAC/AndersonElementarySchool)

The Henry Anderson PAC Constitution and By-law document can be found in the link below:

[Amended Constitution Bylaws.pdf](#)

A quick summary of the duties and responsibilities of the executive positions:

**A. The Chair will:**

- a) speak on behalf of the Council
- b) consult and communicate with Council members and executive members
- c) preside at all membership and executive meetings
- d) ensure that an agenda is prepared
- e) appoint committees where authorized by the membership
- f) ensure that the Council is represented in school and district activities
- g) ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- h) be considered a neutral party with respect to voting, and shall not submit a vote  
*exception: Chair may submit a vote for any candidate during an Anderson PAC election*
- i) be a signing officer
- j) submit an annual report (optional)

*Annual reports are important because they*

- *provide an opportunity to review personal and council goals and achievements*
- *provide a record of actions taken*
- *outline responsibilities for those considering running for an executive position*

**B. The Vice-Chair will:**

- a) support the Chair
- b) assume the duties of the Chair in the Chair's absence or upon request
- c) assist the Chair in the performance of his or her duties
- d) accept extra duties as required
- e) be a signing officer
- f) submit an annual report (optional)

**C. The Secretary will:**

- a) ensure that members are notified of meetings
- b) prepare and present agenda at meetings after consultation with Anderson PAC membership
- c) record and file minutes of all meetings
- d) keep an accurate copy of the Constitution and By-laws, and make copies available to members upon request
- e) prepare and maintain documentation as requested by the membership or executive
- f) issue and receive correspondence on behalf of the Council
- g) ensure safekeeping of all records of the Council
- h) update PAC website by posting agendas, meeting minutes, and any other applicable correspondence
- i) be a signing officer if necessary
- j) submit an annual report (optional)

**D. The Treasurer will:**

- a) be a signing officer (*if there are co-treasurers, only one treasurer will have signing authority*)
- b) ensure all funds of the Council are properly accounted for
- c) disburse funds as authorized by the membership or executive
- d) ensure that proper financial records and books of account are maintained
- e) report on all receipts, disbursements, and current monthly financial report at general and executive meetings
- f) make financial records and books of account available to members upon request
- g) have the financial records and books of account ready for inspection or audit annually
- h) draft an annual budget with the assistance of the executive
- i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j) apply for the annual gaming grant
- k) submit an annual financial statement at the annual general meeting

A quick summary of the committee lead and their duties and responsibilities and link to the document:

[Hot lunch Terms of Reference Document \(Subject to change\)](#)

**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 munch a 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

[Communication Terms of Reference Document](#)

**Responsibilities:**

- To establish interested membership and select a chair/lead for this committee
- To find and review effective, practical, and feasible modes of communication
- To propose effective, practical, and feasible modes of communication to PAC
- To regulate and monitor modes of communication
- To ensure PAC communications align with privacy guidelines as per FOIPPA and FIPPA
- To nurture and encourage a safe and respectful discourse within PAC membership
- To draft, edit, and publish (pending PAC approval) PAC notices, newsletters, and notifications on behalf of PAC to the wider Anderson parent and caregiver community
- To carry out other tasks directed by PAC as related to communications

### Fruits and Veggie Coordinator

- Communicate with the school for the schedule for fruit and vegetable distribution days
- Be available during school hours to assist with the distribution of fresh produce. Arrange for volunteers to help if needed
- Must hold a valid Food Safe certification (PAC will cover the cost of the certification course if needed)

### Fundraising Lead

- Research and propose creative and effective fundraising ideas
- Organize and oversee the planning and execution of fundraising events
- Work with the PAC team to set goals and ensure successful outcomes