

KPAC Nomination Form 2024/2025 School Year

Nominee Information:

Name:

Contact #:

Position Nominated for:

Nominator Information:

Name:

Contact #:

Statement of Interest:

Please provide a brief statement explaining why you are interested in serving on the KPAC and any relevant experience or qualifications you possess.

Agreement:

By submitting this nomination form, you acknowledge that you are nominating yourself or another parent for a position on the KPAC and agree to fulfill the responsibilities associated with the position if elected.

Signature:

Date:

Please return this form to the school office and put in the KPAC mailbox in the school office or email: killarneypac@gmail.com

DUTIES OF THE OFFICERS

A Chair

1. shall convene and preside at all membership, special and executive meetings;
2. shall prepare a list of items to be included in the agenda put forth by the Principal and teacher representative;
3. shall appoint committees where authorized to do so by the executive or membership;
4. shall be an ex-officio member to all committees;
5. shall take such action or ensure that such action are taken by others to achieve the objectives and purpose of the organization;
6. shall be the official spokesperson for the organization;
7. shall be a signing officer;
8. shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the school's office for safe keeping.

B VICE CHAIR

1. shall assume the responsibilities of the Chair in the Chair's absence;
2. shall accept extra duties as required;
3. shall be a signing officer.

C SECRETARY

1. shall record the minutes of membership, special and executive meetings;
2. shall distribute minutes from Council members;
3. shall issue correspondence on behalf of the organization;
4. shall safely keep all records of meeting and outgoing correspondence of the Council;
5. shall be a signing officer.

D TREASURER

1. shall be responsible for looking over the financial statements of the organization and ensure the accuracy of the statements;
2. shall be one of the signing officers of the statements;
3. shall, with the assistance of the executive, draft a budget and a tentative plan of expenditures from fund raising money;
4. shall ensure than another signing officer has access to the books in the event of his/her absence;
5. shall submit an annual report.

E MEMBERS AT LARGE

1. shall serve in a capacity, throughout their tenure to be determined by the Council as the needs of the Council might require.

F PAST CHAIR

1. shall help smooth transition between Chair;
2. shall assist and advise the Council;
3. shall act as a consultant for the present Chair.