

Champlain Heights & Champlain Heights Annex – Parent Advisory Council (PAC)

**Notice of Annual General Meeting – Election of PAC Executive for 2020/2021 School Year
Thursday, September 17th 2020 @ 6:00pm via Zoom**

Zoom Meeting ID: 415 250 8548
Password: 12345
Here is a link to the Meeting:
<https://us02web.zoom.us/j/4152508548?pwd=aytIUtIjRWVsbEE0NEt5RFR3ZFdxZ09>

A Parent Advisory Council (PAC) is the officially recognized collective voice of parents at a school. As parents and guardians of children who attend the Champlain Heights Main School and/or Champlain Annex, you are a member of the Champlain PAC and are crucial partners in creating a fulfilling school experience for our children. The PAC meets monthly during the school year and consults with the Principal and Vice-Principal on matters related to the school and makes decisions about raising and providing funding for a variety of initiatives that enrich our children’s school experience. All parents are encouraged and welcome to attend these monthly meetings.

Each PAC elects a PAC Executive whose role is to provide leadership, attend meetings, participate in PAC activities and manage the PAC’s affairs between general meetings. The focus of the September 17th PAC meeting is to elect the PAC Executive positions. This is normally done at the end of the school year in preparation for the upcoming year, but due to the schools being closed early last year, we didn’t get a chance to hold an Annual General meeting. All parents are welcome and encouraged to attend this meeting and **if you are interested in joining the PAC Executive, please attend and put your name forward for the position you are interested in.**

We recognize that parents likely have a lot of questions and suggestions regarding how to support our children’s return to school this year and we will schedule another PAC meeting for early October to start discussions and planning to support this school year.

The following positions make up our Champlain PAC Executive:

PAC Executive Position	Summary of Key Responsibilities	Current (2019-2020) PAC Executive
Chair	<ul style="list-style-type: none"> • Preside at membership and executive meetings • Ensure that an agenda is prepared • Consult with PAC members • Strive to ensure that the PAC is represented in school and district activities • Be a signing officer 	Fatima Elamari
Annex Liaison	<ul style="list-style-type: none"> • Work closely with the Chair to ensure coordination and awareness exists between the Main school and the Annex • Assist with PAC financial decisions and budget for the Annex • May be a signing officer 	Vacant
Treasurer	<ul style="list-style-type: none"> • Be a signing officer and ensure all funds of the PAC are properly accounted for • Disburse funds as authorized by the membership or executive • Ensure that proper financial records and books of account are maintained • Report on all receipts and disbursements at general and executive meetings • Apply for Gaming Grant each April/May 	Flavia Corbella
Secretary	<ul style="list-style-type: none"> • Record and file minutes of the meetings • Prepare and maintain documentation as requested by the membership or executive • May be a signing officer 	Melanie Worobec Sarah Rose

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