

TRAFALGAR MIDDLE SCHOOL PAC NOTICE OF AGM

TUESDAY, SEPTEMBER 9, 2025

6:00 PM – 7:00 PM in the Library

(Video conference link will also be available)

Help support your child's 2025-2026 school experience. Whether your child is into sports, band, drama, appreciates the school's various clubs or is an "indoor cat" who loves a well stocked library, you becoming an active member of Trafalgar's PAC is THE way to make a difference in your child's daily school life.

As a parent/guardian of a Trafalgar student you are automatically a PAC member but a few parents are needed to sit on the Executive.

If you are great at running meetings, organizing fundraisers and events, taking notes or book keeping the PAC needs you. Can you commit to attending monthly meetings and various events? An Executive role might just be perfect for you! See below for full position details.

PAC's AGM will take place during the September meeting and ALL positions are open for election even if a current Exec member is willing to stay on. If you'd like to let your name stand for a position, please email PAC at trafalgarpacsd8@gmail.com. **(Note: Per TMS PAC Bylaws s.I(1) - Parents who work for SD8 are members, can vote at meetings, but cannot hold an Executive position.)**

They say it takes a village to raise a child and in my experience Trafalgar's parent community is a pretty amazing village to be a part of.

Patricia Routien,
Chair Trafalgar PAC

Section VIII – Duties of Executive and Representatives

A. The President/Chair will

- (a) speak on behalf of the Council
- (b) consult with Council members
- (c) preside at membership and executive meetings
- (d) ensure that an agenda is prepared
- (e) appoint committees where authorized by the membership or executive
- (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 a signing officer
- (i) submit an annual report

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B. The Vice-President/Chair will

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

C. The Secretary will

- (a) ensure that members are notified of meetings
- (b) record and file minutes of all meetings
- (c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- (d) prepare and maintain other documentation as requested by the membership or executive
- (e) issue and receive correspondence on behalf of the Council
- (f) ensure safekeeping of all records of the Council
- (g) may be a signing officer
- (h) submit an annual report

D. The Treasurer will

- (a) be a signing officer
- (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 and disbursements 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) with the assistance of the executive, draft an annual budget
- (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (j) submit an annual financial statement at the annual general meeting

E. The DPAC Representative will

- (a) attend all meetings of Kootenay Lake District Parents' Advisory Council (DPAC) and represent, speak, and vote on behalf of the Council
- (b) maintain current registration of the Council
- (c) report regularly to the membership and executive on all matters relating to the DPAC
- (d) seek and give input to the DPAC on behalf of the Council
- (e) receive, circulate, and post DPAC newsletters, brochures, and announcements
- (f) receive and act on all other communications from the DPAC
- (g) liaise with other parents and DPAC representatives
- (h) submit an annual report
- (i) may be a signing officer
- (j) may appoint or assign a substitute from within the Executive to attend DPAC meetings and events