

Hello Trafalgar parents,

Welcome to the Trafalgar Middle School PAC! As a parent and/or guardian of a student registered in the school, you are a member of the PAC.

Please consider joining us for the next PAC meeting (and AGM), **Tuesday, September 22nd, 6:00pm in the Trafalgar Library or online.**

Also, please consider running for an Executive Position on the PAC. We welcome new voices and all levels of experience.

WHAT is a parent advisory committee (PAC)?

The School Act gives parents the right, through PACs, to assume an advisory role in every school. PAC is the officially recognized collective voice of parents of their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the school other than matters assigned to the School Planning Council (SPC).

PACs are forums within each school community to discuss matters affecting your school and the education of your children. Parents' voices are a tremendous value to their school. They offer a wealth of ideas and support in the challenges that face all public schools. The PAC strives to represent the diversity within their communities and contribute to the benefit of all students by:

- providing opportunities to educate and inform parents about the school
- involving parents in volunteer activities
- openly discussing parents' concerns and aspirations for their schools

WHAT are the responsibilities and time requirements of PAC positions?

CHAIR - Prepares the agenda and runs PAC meetings. Is the voice of the PAC. Speak on behalf of the PAC to parents, school & community representatives. Is a signing officer. Time commitment of up to three hours per month.

VICE-CHAIR - Supports the chair and takes over the chair's duties in periods of absence or upon request. Is a signing officer. Time commitment of under two hours per month.

SECRETARY - Keeps detailed minutes of each PAC Meeting and AGM. Holds key access to PAC email and responses to inquiries and concerns. Is a signing officer. Time commitment of about two hours per month.

TREASURER - Keeps up to date and detailed records of transactions within PAC accounts. Prepares reports monthly for PAC meetings. Applies for all grants and subsidies. Submits yearly reports as required. Writes cheques. Is a signing officer. Time commitment of up to three hours per month.

DPAC REPRESENTATIVE - Attends all DPAC meetings, representing, speaking and voting on behalf of the PAC. Monthly reports to the membership and executive on all DPAC meetings and activities. Time commitment of three hours per month on average.

All executive positions require a commitment to attend all related meetings.

PAC meetings are regularly on the second Tuesday of each month at 6:00pm and last on average between 60-90 minutes.

More information about [Trafalgar's PAC](#) is on the school's website.

Thank you for your time and we hope to see you at this year's meetings!