



Douglas Parent Advisory Council (PAC)

Annual General Meeting

Thursday, May 23, 2024

Our AGM will be on Thursday, May 23 at 6:30pm. During the meeting, there will be an election for next year's PAC Executive. All parents/guardians are welcome to nominate themselves, or another parent/guardian, for any of the positions. It's a great way to meet other parents, Douglas teachers and staff, and make a difference at your child's school.

President

Responsible for coordinating with Douglas admin, prepares agendas, leads PAC meetings, and manages the PAC Executive. Appoints committees, as authorized by the executives or membership.

Vice President

Responsible for assisting the President and filling in for the President when they aren't available. Assists the executive as needed.

Secretary

Responsible for distributing the PAC meeting agenda, taking minutes at PAC meetings, and managing social media (PAC web page, Instagram and Facebook) communications to the parent body.

Treasurer

Responsible for banking and reporting on financial accounts. Presents a report at monthly PAC meetings. Ensures all Hot Lunch accounts are paid in full.

DPAC Representative (District Parent Advisory Council)

Responsible for attending Surrey District PAC meetings, and reporting back to our PAC.

Montessori Representative

Spokesperson for the Montessori Choice Program at Douglas. Responsible for attending Surrey District meetings regarding Choice programs.

In addition to their official roles and responsibilities, all members of the PAC Executive plan, organize, and execute events and fundraisers. If you are interested in nominating yourself or another parent/guardian for a PAC executive position, kindly contact us at president.douglaspac@gmail.com by Monday, May 20.