

# Lyndhurst Elementary PAC Executive Nominations

Please print the names of each person you are nominating below and place this form in the ballot box at the office by May 10th. Executive elections will take place at the PAC meeting on Tuesday, May 10th at 6:30PM.

You may fill in nominations for some or all positions. Please feel free to nominate yourself. A more complete description of each position's roles and responsibilities is available at the office.

I \_\_\_\_\_ nominate the following:  
(print your name here)

**Chairperson:** \_\_\_\_\_  
(print the nominee's name here)

The Chairperson will chair the meeting of the PAC, set and publish the agenda and encourage discussion based on information rather than attitudes.

**Vice-Chairperson:** \_\_\_\_\_  
(print the nominee's name here)

The Vice-Chairperson assumes responsibilities for the Chair in case of absence and may be called upon to complete the unexpired term of the chair in case of resignation.

**Secretary:** \_\_\_\_\_  
(print the nominee's name here)

The Secretary is responsible for taking, publishing and posting the minutes of each meeting.

**Treasurer:** \_\_\_\_\_  
(print the nominee's name here)

The Treasurer is responsible for maintaining the PAC financial records, including but not limited to: depositing money and writing cheques reporting the financial position of the PAC at each meeting, preparation of an annual statement, preparation and submission of the Application for Access to Gaming Revenue.

**District Parent Advisory Committee (DPAC) Representative:** \_\_\_\_\_  
(print the nominee's name here)

The DPAC representative is responsible for attending the DPAC meetings representing, speaking and voting on behalf of the PAC and reporting to the membership and executive on all matters relating to the DPAC.

**Hot Lunch Program Co-ordinator:** \_\_\_\_\_  
(print the nominee's name here)

The Hot Lunch Program Co-ordinator is responsible for organizing the hot lunch program, placing orders to suppliers and arranging volunteers for each hot lunch day.

**Fundraising (Playground) Co-ordinator:** \_\_\_\_\_  
(print the nominee's name here)

The Fundraising Co-ordinator is responsible for sourcing fundraising opportunities and liaising with PAC members and other organization representatives.