

Executive Orientation – Sample Agenda

ABC School PAC Welcome to the executive!

Be sure to go over the following with your new executive:

- Role of the executive (See handout package from DPAC training or BCCPAC Leadership Manual Tab 7)
- Constitution & Bylaws – step-by-step read through
- Effective meetings (See handout package from DPAC training or BCCPAC Leadership Manual Tab 14)
- Preparing for the PAC meeting – steps to take:
 - Set date (usually at previous meeting)
 - Inform members of date (newsletters, e-mail, posters, signboards)
 - Solicit executive for agenda items
 - Remind committee heads to prepare report
 - Circulate agenda via e-mail
 - Print copies for meeting
- Communication possibilities:
 - PAC newsletter
 - School newsletter
 - Outside signboard
 - Telephone (class reps do phone trees)
 - E-mail
 - Face to face
- Newsletters
 - Solicit executive and committee heads for input
 - Prepare draft
 - Circulate draft
 - Print & distribute via teachers and/or e-mail
 - Extra copies at office and on bulletin board
- Financial management
 - Cheque signing authority (AGM minutes to bank with 3 signers)
 - Cash handling
 - Two people count cash before it leaves the building
 - Record amount of deposit and source of funds (signed by 2 people)
 - Cash lock-up location(2 PAC keys + principal)
 - Alert treasurer for pickup & deposit