



# Brentwood Elementary School Parents Advisory Council

**2021 – 2022**

## **Executive Nominations**

Elections for 2021/2022 Brentwood Parent Advisory Council (PAC) Executive are scheduled for Tuesday, May 25th at 7:00 PM virtually (Meeting Details to follow).

The Nomination and Election process is chaired by the current P.A.C. Vice-President(s), Pam Carvalho; and she is asking that anyone interested in a position to let us know by emailing the nomination details as outlined below prior to Tuesday May 24<sup>th</sup>, 2021 to [paclunch@brentwoodpac.ca](mailto:paclunch@brentwoodpac.ca)

**If you or someone you know is interested in joining our amazing team please complete the following information and email [paclunch@brentwoodpac.ca](mailto:paclunch@brentwoodpac.ca) Attn: Pam Carvalho**

### **Nomination Details**

**PAC Position:** \_\_\_\_\_

**Name of Candidate:** \_\_\_\_\_

**Candidate Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Nominator's Email:** \_\_\_\_\_

2021-22 Executive Roles	Nominations Received as of May 19/21	Description of Role	Time Commitment Hours/Month
President(s)*	1) Bonnie Doyle** –would like to share the role as it's her final year at the school.	<ul style="list-style-type: none"> <li>-Presides over Meetings</li> <li>-Ensure an agenda is prepared and presented.</li> <li>-Ensures communication with school admin, executive and parents is presented</li> <li>-Provides overall leadership for the PAC</li> <li>-Shall be a signing officer for cheques and documents.</li> </ul>	5-6
Vice-President(s)	1) Pam Carvalho** – would like to share the role as it's her final year at the school.	<ul style="list-style-type: none"> <li>Assists the President and assume the responsibilities of the President in his/her absence.</li> <li>-Responsible for forming a nomination committee for the new executive in advance of the Annual General Meeting.</li> <li>-Information posted to Social Media</li> <li>- May be a signing officer for cheques and documents.</li> </ul>	5-6
Treasurer(s)*	1) Michelle Cooper	<ul style="list-style-type: none"> <li>Responsible for and report on the accounts of the P.A.C.</li> <li>-Shall be one of at least three signing officers of the executive for P.A.C. accounts.</li> <li>- Presents a report at all general meetings on the current financial status of the P.A.C.</li> <li>-Will prepare records for an annual review.</li> <li>- With the assistance of the executive, draft a budget which will be presented at the Annual General Meeting.</li> </ul>	3-5
Secretary*	1) Jenn Hodgkinson	<ul style="list-style-type: none"> <li>-Records the minutes of P.A.C. meetings, present them in draft and final form and then post them on the PAC Website.</li> <li>- Takes attendance is taken at P.A.C. meetings.</li> <li>-Shall collate annual reports from Executive members and post on the P.A.C. website</li> </ul>	2-3
COPACS Rep. (District Rep.)		<ul style="list-style-type: none"> <li>-Will attend COPACS meetings and report back to P.A.C. Monthly</li> <li>-Shall seek input form the P.A.C. when requested and act as a liaison with COPACS.</li> </ul>	2-3
Indigenous Rep.		<ul style="list-style-type: none"> <li>- Will be responsible for communicating and acting as a liaison for the Indigenous community at Brentwood Elementary and will bring forth the Indigenous perspective.</li> </ul>	2-3
Members at Large (4)	<ul style="list-style-type: none"> <li>1)Caitlyn Addlestone</li> <li>2)Heather Wood</li> <li>3)Julie Madsen</li> <li>4)Jacqui Hipwell</li> </ul>	<ul style="list-style-type: none"> <li>- Will attend P.A.C. meetings</li> <li>- Will assist in coordinating and planning P.A.C. sponsored events and programs.</li> </ul>	2-3

**\*Roles that are required in order to obtain provincial gaming grants**

**\*\*Both current nominees are looking to share the role with an individual as it will be their final year at Brentwood Elementary and the ideal candidate would be interested in taking over the role for the 2022/23 school year.**