

Delta Secondary School Parent Advisory Council (DSS PAC)

Date	Description of Task / Project	Person Responsible	Comments
July	Ongoing PAC Business	Comm Coord / Chair	Monitor and distribute any communications
August	Ongoing PAC Business Pacer Pride Request e-mails from parents in newsletter	Comm Coord / Chair Chair / Comm Coord Comm Coord / Chair	Monitor and distribute any communications Forward Pacer Pride letter to school for mail-out ask to be included in school newsletter
September	PAC Business Meeting Preparation Update Website PAC Business Meeting PAC Business Meeting Update Website	Chair Secretary Chair Secretary Secretary	Create Agenda Post Agenda and call for reports 7 days before PAC meeting Chair Meeting Take Minutes Post Draft Minutes and Approved previous Minutes
October	PAC Business Meeting Preparation Update Website PAC Business Meeting PAC Business Meeting PAC Business Meeting Update Website Update Website	Chair Secretary Chair Secretary Chair Secretary Comm Coord	Create Agenda Post Agenda and call for reports 7 days before PAC meeting Chair Meeting Take Minutes Secret Ballot Election of SPC Reps Post Draft Minutes and Approved previous Minutes Update website with the results of the election
November	PAC Business Meeting Preparation Update Website PAC Business Meeting PAC Business Meeting PAC Business Meeting Update Website	Chair Secretary Chair Secretary Chair / Treasurer Secretary	Create Agenda Post Agenda and call for reports 7 days before PAC meeting Chair Meeting Take Minutes Review final funding and revise Budget if required Post Draft Minutes and Approved previous Minutes
December	Ongoing PAC Business Ongoing PAC Business	Comm Coord / Chair Treasurer / Chair	Monitor and distribute any communications Pay invoices as required
January	PAC Business Meeting Preparation Update Website PAC Business Meeting PAC Business Meeting School Funding Request Update Website	Chair Secretary Chair Secretary Principle Secretary	Create Agenda Post Agenda and call for reports 7 days before PAC meeting Chair Meeting Take Minutes Receive for review and discussion at February meeting Post Draft Minutes and Approved previous Minutes
February	PAC Business Meeting Preparation Update Website PAC Business Meeting PAC Business Meeting PAC Business Meeting PAC Business Meeting Update Website	Chair Secretary Chair Secretary DPAC Rep Chair / Treasurer Secretary	Create Agenda Post Agenda and call for reports 7 days before PAC meeting Chair Meeting Take Minutes Review and discuss BCCPAC Resolutions Budget introduced for discussion Post Draft Minutes and Approved previous Minutes
March	Ongoing PAC Business Ongoing PAC Business	Comm Coord / Chair Treasurer / Chair	Monitor and distribute any communications Pay invoices as required
April	PAC Business Meeting Preparation Update Website PAC Business Meeting PAC Business Meeting PAC Business Meeting PAC Business Meeting Update Website Grade 7 Parent (Incoming Grade 8) Invite	Chair Secretary Chair Secretary Chair Chair / Treasurer Secretary DPAC Rep	Create Agenda Post Agenda and call for reports 7 days before PAC meeting Chair Meeting Take Minutes Form Election Committee Finalize Budget for following year Post Draft Minutes and Approved previous Minutes Send AGM invitation to all Ladner Elementary Schools
May	PAC Annual General Meeting Preparation Update Website PAC Annual General Meeting PAC Annual General Meeting PAC Annual General Meeting PAC Annual General Meeting PAC Annual General Meeting Update Website Update Website BC Gaming Licence Application BCCPAC Membership Application BCCPAC Annual General Meeting	Chair Secretary Chair Secretary Chair Chair / Treasurer Chair / Principle Secretary Comm Coord Treasurer DPAC Rep / Treasurer DPAC Rep or assignee	Create Agenda Post Agenda and call for reports 7 days before PAC meeting Chair Meeting Take Minutes Election of PAC Executive for following year Presentation of following year Budget Determine date for June Social Post Draft Minutes and Approved previous Minutes Update website with the results of the election Modify budget as required for application purposes Submit cheque for annual membership Attend meeting if approved by PAC
June	PAC Business Meeting Preparation Update Website PAC Social / Business Meeting PAC Social / Business Meeting Update Website Pacer Pride Parent Calender / Handbook Update Website Awards Night	Chair Secretary Chair Secretary Secretary Chair / Comm Coord Comm Coord / volunteers Comm Coord Chair	Create Agenda Post Agenda and call for reports 7 days before PAC meeting Chair Meeting Take Minutes Post Draft Minutes and Approved previous Minutes Prepare donation letter writers and proof readers - maybe ?? Update website for following year (dates, new info, etc.) Make 2 @ \$500 scholarship presentation at Commencement
Ongoing	PAC Business PAC Business Emergency Preparedness Dry Grad Update Website	Comm Coord / Chair Treasurer / Chair Member at Large Member at Large Comm Coord / Secretary	Monitor and distribute any communications Pay invoices as required Provide regular feedback at each meeting Provide regular feedback at each meeting As necessary