

Fun Foods Coordinator (for September 2020 BUT learn the role this year!)

Hours required: about 1 hour a week from home computer + 3 hrs every 2nd Tuesday

- Send food orders to Vendors
- Send food order reports to Admin to print
- Send Cheque Requests to Treasurer to pay Vendors
- Collect cheques from Treasurer for Vendors
- Pick up Sushi from Bon Sushi @ 11am
- Meet Volunteers at Monterey. Milk, Pizza & Wraps delivered at school
- Distribute lunches into each division blue bin
- Sell any leftover food at the serving hatch

VCPAC Rep

Acting as liaison between Monterey PAC and the VCPAC. Promoting and supporting meaningful parent engagement in the public education system. Advocating for the rights and support the success of every student. Advising the Greater Victoria Board of Education on any matters relating to public education in SD61.

- Attend monthly VCPAC Meetings (Sep-May)
- Reporting back to Monterey PAC on issues discussed and decisions made at VCPAC Meetings
- Share information with PAC Executive and the broader PAC, answering questions, address concerns or assist in requests for information
- Voting on matters raised in VCPAC meetings

Class Rep/"Hamper Liaison"

Communication link between the Hamper Coordinator Chair and the division.

Hours required: about 1 hour a week (possibly more in the week of delivery in December)

- Sending "Sign up Genius" link to class list.
- Ensure appropriate size boxes are in each classroom to collect hamper items
- Periodically check the sign-up genius and send messages to the division about what is still required
- Periodically check the boxes to ensure donations are coming in and any items that should be in office (gift cards, etc) are not in hamper box
- Possibly shopping for the gifts to fill the wish lists (if there are cash donations).
- Generally act as an ambassador to this worthy program: asking others to participate as drivers, sorters etc.

PAC Vice Chair

- Attend PAC Meetings once a month
- Liaise with Chair and Admin (via email) on specific issues that don't require consultation with whole Executive Meetings
- Chair when Chair unable to attend

Member at Large

- Attend monthly PAC meetings including AGM in May
- Agree to assist where needed, spearheading additional projects if desired