



## PAC Welcome Letter



On behalf of the Parent Advisory Council (PAC) board, I would like to welcome you and your child(ren) to Rockheights Middle School for the 2023/2024 school year.

My name is Trina Rhodes (White), and I am the new PAC president for Rock Heights. I have had two children complete middle school with Rockheights who are now in grades 11 and 9. I still have two boys at Rockheights for another two years. I look forward to this coming year, getting to know more parents and helping to give back to a great school.

On the first day of school come join us for some coffee / tea and donuts. A great chance to learn more about the school and the PAC.

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You might be wondering what the PAC is and what it does for Rockheights?

The Parent Advisory Council represents the voice of Rockheights Middle School families, who are dedicated to building a positive continuous learning experience for all children and their families. We represent a friendly, welcome, and open forum between parents/guardians and staff. Our goals are as follows:

- For parents/guardians to have the opportunity to participate in the school life of their children
- Unite parents and teachers by fostering positive relationships and communication
- Nurturing community involvement by providing various opportunities

Our community can only be as well represented and supported as the efforts put into the voluntary PAC Board. In other words: “We need you!”

The commitment of the PAC over the school year is to enhance student educational experiences, nurture health in body and mind, provide educational events for parents/guardians and to increase overall community involvement.

Please join us for our first PAC meeting on Tuesday September 12th at 6:30pm in the school library. This will be a fun casual evening of learning and connecting.

Join us for the “Welcome Back BBQ” on September 21st. We will have a wonderful raffle basket from Esquimalt Pharmasave, so bring a little cash to buy your tickets for a chance to win.

This is the first event of the year, with more to come. However, to make sure more events happen we need your help. We are required to have 3 executive positions filled to qualify for thousands of dollars from the BC Gaming Grant. We do have some positions open in the executive positions as well we have a number of other positions open. Please read Appendix A below.

If you have questions or want to learn more, please email us at [pacforrockheights@gmail.com](mailto:pacforrockheights@gmail.com)

# Appendix A - Positions

## EXECUTIVE DIRECTORS

### 1. **The Vice-President shall**

- a. assumes the responsibilities of the president in the president's absence
- b. accepts extra duties as required
- c. prepares an annual report

### 2. **The Secretary shall:**

- a. shall record the minutes of membership, special, and executive meetings  
Record the minutes of all executive, general and special meetings and have these made available to the membership in a timely manner
- b. shall distribute minutes  
Ensure that members are notified of general meetings and provided access to copies of minutes of general meetings
- c. shall keep an accurate copy of the Constitution and Bylaws. Keep an accurate and up-to-date copy of the Constitution and Bylaws, and have copies available for members upon request.
- d. shall issue and receive correspondence on behalf of the organization
- e. shall keep all records of the Council PAC. Ensure safekeeping of all records of the PAC
- f. shall assist the president in preparing the agenda for PAC meetings.
- g. ensure all PAC methods of communication are kept up to date with relevant information (i.e. outdoor sign, newsletters, bulletin board, social media)

## DUTIES OF DIRECTORS

*(The duties of the Directors will be to chair and coordinate the activities of the following Standing Committees)*

### 1. **District Parent Advisory Council Committee**

- a. shall attend DPAC meetings
- b. shall act as liaison between PAC and DPAC
- c. shall keep the DPAC Handbook up to date
- d. shall submit an annual report

### 2. **Fundraising Director**

- a. will research and assess fundraising projects and make recommendations to the executive
- b. will coordinate fundraising activities undertaken by the PAC
- c. will chair the fundraising committee

d. shall submit an annual report

**3. Goodwill Director**

- a. will welcome new families to the school through a note or phone call
- b. will be responsible for purchasing and sending cards, flowers, small gifts etc. when directed to do so by the PAC
- c. prepares refreshments for PAC meetings and small door prizes.

