



LIVINGSTONE ELEMENTARY

Nav Nathoo & Lindsay Clayton @ Dance Through the Decades (Feb 3, 2024)



PAC Chair Positions (2)

Main Responsibilities

- Hold a minimum of 4 meetings per year
- Coordinate fundraisers and community events
- Liaise between parents and Administration (Principal mostly)

Time Commitment

- Varies by month (December and March no meetings)
- If running the fundraisers and events yourself, expect to spend 15-20 hours each

Benefits

- Get to know more parents and children in the community
- Feel connected to what's happening at the school
- Influence how time and money is spent





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Namita Kearns,
Communications
Executive for over 3
years



PAC Comms Position (1)



Main Responsibilities

- Send out monthly communications (E.g. newsletter)
- Update and manage PAC website
- Develop a roster of class reps and communicate on an ad hoc basis

Time Commitment

- 2-4 hours per month
- Additional hours on a voluntary basis to support other PAC related events

Benefits

- Support school, teachers and students
- Connection to the Livingstone community
- Influence decisions



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PAC Secretary Position (1)

Currently vacant but
can speak to Jules
Balsillie or Sheila
Louis if you want
details



Main Responsibilities

- Attend PAC meetings and take minutes
- Circulate documents for review
- Upload minutes to Google for Comms representative

Time Commitment

- 2-3 hours each meeting (minimum 5 meetings per school year)
- Volunteering as capable for PAC run events

Benefits

- Be "in the know" and learn about how the PAC functions
- Sense of pride helping the school
- Get to know other parents and school staff