



WPAC Leadership Positions - Role Descriptions

1. President

The President provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda. The President also acts as a spokesperson/figurehead for the WPAC.

Key responsibilities:

- Provide leadership for the committee in support school's curriculum, mission and programs
- Sign the approved minutes of the previous meeting
- Set the agenda for meetings, liaising with the Secretary
- Schedule a date for the next meeting
- Call meeting to order at appointed time and close meeting when all business is completed.
 - Ensure the agenda is followed and that all business is covered
 - Facilitate/moderate discussion at committee meetings ensuring all agenda items are addressed and all members or interested parties have ample opportunity to express their point of view
- Sign cheques (as needed) with one other elected committee member
- Prepare an annual report of committee activities and make available to parents
- Get to know all committee members

2. Vice President and treasurer role

The Vice President's main responsibility is to be prepared to administer the committee in the absence of the President.

Key responsibilities:

- Function as the committee leader in the absence of the President
- Attend all committee meetings and keep current on the status of all projects
- Assist President as needed in all duties
- Assist with meeting and event arrangements
- Assist all subcommittee chairpersons as needed
- Maintain accurate and detailed financial records of WPAC funds
- Prepare and co-sign cheques with President as required
- Present a financial report at each meeting
- Provide and account for expenditures at events
- Liaise with the bank
- Pay agreed expenses
- Consult with the bank regarding the availability of higher rate interest accounts



- Prepare annual accounts and liaise with the independent examiner of accounts
- Count and deposit all funds (earned/donated) into the bank
- Ensure the committee has agreed upon appropriate procedures for the handling of financial matter

3. Secretary General

The Secretary's main responsibilities are to support the administration of the WPAC, prepare all WPAC communications and to capture and record the minutes of all committee meetings.

Key responsibilities:

- Prepare all committee correspondence and submit to President and committee for review
- Take notes and record minutes of all committee meetings, ensuring fair representation of meeting discussion and all points of view presented
- Prepare meeting agendas and publish 1 week in advance of scheduled meeting
- Call for meetings approved by committee and provide adequate notice to members
- Distribute minutes to all committee members for review
- Make meeting and event arrangements
- Keep a record of member attendance at all meetings
- Verify that the meeting quorum is met at each meeting (the minimum number required by the ministry is one half the members +1 = 7 for WPAC)
- Assist in writing the annual report with the President

4. Finance Committee Representative *(2 from WPAC)*

By Ministry rules, the Finance Committee is comprised of 4 members; two (2) persons representing the school administration and appointed by the owner; and two (2) persons representing parents and appointed by the WPAC. Decisions are taken by consensus. The WPAC representatives cannot be school employees or vendors and cannot be recipients of financial aid.

Key Responsibilities of the WPAC Finance Committee Representatives

- Assist in evaluation of the needs of the school
- Review and endorse the Ministry of Education trial balance sheet each May for the upcoming academic year
- Facilitate discussions between Administration and WPAC in cases where there are disagreements about the trial balance endorsement

Endorse mandatory tuition increases during the academic year due to emergencies, extraordinary events or recent governmental law