

PAC TREASURER POSITION

Dear Parents,

This is my 3rd year serving as Chaffey-Burke PAC Treasurer, and I am planning to step down at the end of the school year – June 2018. Currently, I have a grade 7 son who is also a special need student. My son will be a grade 8 student in Sept 2018, and as a parent I will need to dedicate most of my time assisting him to adjust to secondary school life, so that he will not get lost and discouraged for the big change from elementary to secondary school.

In preparation of my leaving, PAC is looking for someone who is willing to consider the Treasurer position for the upcoming 2018-2019 school year. The position will be available at any given time now to transfer the necessary knowledge and skills required, should you be interested in stepping in.

The main responsibilities of the Treasurer are as follows:

1. Responsible for PAC financial record keeping
2. Assisting PAC execs in budget preparation at the beginning of the school year
3. Coordinate with School's Secretary for deposit, purchases, and month end reconciliation.
4. Apply for the government grant on-line annually by June 30th

On average, you are spending about one or two day(s) of workload in a month.

This will be a great opportunity for serving and giving back to the community of Chaffey-Burke for the successful learning of the children we love.

Please contact me if you have any interest or questions at treasurer@chaffeyburke.com.

Sincerely,

Jetty

PAC Treasurer