

Parents' Advisory League (PAL) Executive

**President:** The President plans the meetings and prepares agendas and chairs monthly meetings. The President also coordinates the creation of committees and appointment of committee members, and is an ex-officio member of all committees.

**Vice President:** The Vice President chairs meetings in the absence of the President and assists with monthly meetings and committee activities as agreed with the President.

**Secretary:** The Secretary keeps accurate minutes and records of PAL meetings, and documents and files all correspondence and communications.

**Treasurer:** The Treasurer handles all incoming PAL funds collected through fund raising events, deposits those funds and writes cheques as necessary and as approved at PAL meetings. The Treasurer keeps accurate financial records for the PAL and prepares financial reports as necessary. The Treasurer also arranges for necessary auditing and presents complete financial reports for acceptance at the AGM.

Two additional positions that are available annually are:

**Hot Lunch Coordinator:** Makes all arrangements for ordering hot lunches and milk, coordinates volunteers, collects orders from staff and students, and oversees distribution of lunches.

**Casino Chairperson:** Handles all correspondence with Alberta Gaming, the host Casino, and Casino advisors. Arranges volunteers for a casino event. Oversees the running of a casino event.

And finally, interest has been expressed in having a Playground Committee. The position of **Chairperson of the Playground Committee** is also available. The committee would:  
review our needs and wants for new equipment  
handle all correspondence with suppliers  
coordinate between PAL, the school, school board, and Town of Stony Plain  
submit grant applications, manage donations, and conduct fundraising activities specifically for playground construction

And several volunteer opportunities exist within PAL for single events throughout the year.