

**Tab 4 ~**

## **Getting Started in Your PAC and DPAC**

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## Getting Started in Your PAC and DPAC

Welcome to the exciting and challenging world of parent advisory councils in BC public schools!

If you are reading this manual, chances are you have chosen to take on a leadership role in your PAC or DPAC, as an executive member, committee chair or member, project or event coordinator, or interested parent willing to help out wherever you are needed.

The information in this **Tab 4** will help you get started, with checklists and leads on important questions:

- What do I need to know about my PAC and DPAC?
- Where can I find the information I need?
- Who can I turn to for help?

### Knowing Your Council

Your PAC and DPAC are organized bodies, with

- a mission statement
- a constitution and bylaws
- an executive elected or appointed by the membership
- committees.

Getting to know your PAC or DPAC means becoming familiar with its mandate, purposes, structure, and the people involved. The few hours it takes to learn about your council, ask some basic questions, and organize your information will be well worth it.

On the following pages, you will find checklists to help you look for and keep track of important information.

## Sources of Information and Assistance

As a parent taking on a new position or responsibility in your council, your best source of information may be the experienced parents who have gone before you. Give them a call, ask them to show you around—and take advantage of their wisdom.

### *Your DPAC*

Part of your DPAC's mandate is to assist member PACs. Parents who volunteer in DPACs are often experienced and knowledgeable. Many of them have held responsible positions in their PACs and are willing to help new parents. Do not hesitate to take full advantage of the services your DPAC offers.

### *BCCPAC Member Services*

BCCPAC's Member Services Committee is available to help member PACs and DPACs, as well as individual parents, with the information and resources they need to represent parents effectively in their schools and districts.

When you call Member Services, you will receive assistance from BCCPAC's office staff or a volunteer director.

For complete information on BCCPAC, see **Tab 20**.

### *BCCPAC Advocacy Project*

If you are experiencing conflict, or have a personal issue or an issue with respect to your child, find out if your DPAC runs a local advocacy project, or call the BCCPAC Advocacy Project toll free message line at **1-888-351-9834**.

For information on the BCCPAC Advocacy Project, see **Tab 11, Speaking Up!**

BCCPAC Member Services can be reached through the BCCPAC office at  
**604-687-4433**  
**info@bccpac.bc.ca**

### Checklist of Important Documents for PACs

What documents should I look for?	Where can I find these documents?
<b>PAC documents</b>	
<ul style="list-style-type: none"> <li>✓ Constitution</li> <li>✓ Bylaws</li> <li>✓ Mission statement</li> <li>✓ Policy book</li> <li>✓ Agendas</li> <li>✓ Minutes</li> <li>✓ Financial records</li> <li>✓ Treasurer's reports</li> <li>✓ List of committees</li> <li>✓ Committee reports</li> <li>✓ PAC newsletters and announcements</li> <li>✓ PAC website</li> </ul>	<ul style="list-style-type: none"> <li>– Ask the president, immediate past president, secretary, or treasurer. All of these documents should be in the PAC files.</li> <li>– Ask the principal. Copies may be on file in the school office.</li> <li>– Ask the DPAC president or secretary. Some DPACs keep copies of PAC constitutions and bylaws.</li> <li>– Phone the School District Administration Office. Some school districts require PACs to file their constitution and bylaws with the district office.</li> <li>– If your PAC is a registered society, the constitution, bylaws, and annual reports will be on file with the Registrar of Companies, 604-775-1046.</li> <li>– Check your PAC website.</li> <li>– For samples of many of these items, see <b>Tab 6, Constitutions and Bylaws</b>, and <b>Tab 14, Effective Meetings</b>.</li> </ul>
<ul style="list-style-type: none"> <li>✓ DPAC newsletters and other DPAC communications</li> <li>✓ DPAC website</li> </ul>	<ul style="list-style-type: none"> <li>– Ask the president, immediate past president, or DPAC representative.</li> <li>– Check your DPAC website.</li> </ul>
<ul style="list-style-type: none"> <li>✓ BCCPAC newsletters and other BCCPAC communications</li> <li>✓ BCCPAC website</li> </ul>	<ul style="list-style-type: none"> <li>– Ask the president, immediate past president, or secretary.</li> <li>– Check the BCCPAC website at <b>www.bccpac.bc.ca</b>.</li> </ul>
<b>Other documents that will help me understand my PAC's role</b>	
<ul style="list-style-type: none"> <li>✓ School or PAC Handbook</li> <li>✓ School newsletters</li> </ul>	<ul style="list-style-type: none"> <li>– Ask your principal or school secretary.</li> <li>– Check your school website.</li> </ul>
<ul style="list-style-type: none"> <li>✓ School Act</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Tab 2, BC School Act</b></li> <li>– Ministry of Education Manual of School Law, available on the web at <b>www.bced.gov.bc.ca/legislation/schoollaw/</b></li> </ul>
<ul style="list-style-type: none"> <li>✓ School District Policy Manual</li> <li>✓ School District newsletters or website</li> <li>✓ School District Handbook</li> </ul>	<ul style="list-style-type: none"> <li>– Ask your principal or school secretary.</li> <li>– Phone or visit the School District Administration Office. The Policy Manual contains policies and procedures on many topics of interest, including PACs, DPAC, School Planning Councils, volunteers, field trips, parent-teacher interviews, conduct, discipline and suspension, safety, emergency procedures, complaints, appeals, and fundraising.</li> <li>– Check your school and district websites.</li> <li>– Many school district policies can be found on the website of the BC School Trustees Association at <b>www.bcsta.org</b>.</li> </ul>
<ul style="list-style-type: none"> <li>✓ BCCPAC Leadership Manual</li> </ul>	<ul style="list-style-type: none"> <li>– Phone BCCPAC at <b>604-687-4433</b>.</li> </ul>
<ul style="list-style-type: none"> <li>✓ BCCPAC website</li> </ul>	<ul style="list-style-type: none"> <li>– <b>www.bccpac.bc.ca</b></li> </ul>

### Checklist of Important Contacts for PACs

PAC Executive	Phone No.	Fax No.	E-mail
President			
Immediate Past President			
Vice-President			
Secretary			
Treasurer			
DPAC Representative			
SPC Representatives 1. 2. 3.			

<b>School Contacts</b>			
School office (school secretary)			
Principal			
Vice-Principal			
Counsellor			
School District Administration Office			

<b>DPAC Contacts</b>			
DPAC office			
DPAC President			
DPAC Zone Representative [in some larger districts]			
DPAC Advocacy Project			
DPAC website			

<b>BCCPAC Contacts</b>			
BCCPAC office or Member Services	<b>604-687-4433</b>	<b>604-687-4488</b>	<b>info@bccpac.bc.ca</b>
BCCPAC Advocacy Project	<b>1-888-351-9834</b>		
BCCPAC website	<b>www.bccpac.bc.ca</b>		

### Checklist of Important Documents for DPACs

What documents should I look for?	Where can I find these documents?
<b>DPAC documents</b>	
<ul style="list-style-type: none"> <li>✓ Constitution</li> <li>✓ Bylaws</li> <li>✓ Mission statement</li> <li>✓ Policy book</li> <li>✓ Agendas</li> <li>✓ Minutes</li> <li>✓ Financial records</li> <li>✓ Treasurer's reports</li> <li>✓ List of committees</li> <li>✓ Committee reports</li> <li>✓ DPAC newsletters and announcements</li> <li>✓ DPAC website</li> </ul>	<ul style="list-style-type: none"> <li>– Ask the president, immediate past president, secretary, treasurer, communications chair, or office staff. All of these documents should be available in the DPAC files. Ask for a tour of the DPAC office, if you have one.</li> <li>– Check to see what is on file at the School District Administration Office. Some districts require DPACs to file their constitution and bylaws with the district office.</li> <li>– If your DPAC is a registered society, the constitution, bylaws, and annual reports will be on file with the Registrar of Companies, 604-775-1046.</li> <li>– Check your DPAC website.</li> <li>– For samples of many of these items, see <b>Tab 6, Constitutions and Bylaws</b>, and <b>Tab 14, Effective Meetings</b>.</li> </ul>
<ul style="list-style-type: none"> <li>✓ DPAC newsletters and other DPAC communications</li> <li>✓ DPAC website</li> </ul>	<ul style="list-style-type: none"> <li>– Ask the president, immediate past president, communications chair, or office staff.</li> <li>– Check your DPAC website.</li> </ul>
<ul style="list-style-type: none"> <li>✓ BCCPAC newsletters and other BCCPAC communications</li> <li>✓ BCCPAC Leadership Manual</li> <li>✓ District Associate binder</li> <li>✓ BCCPAC Advocacy Project Manuals</li> <li>✓ BCCPAC website</li> </ul>	<ul style="list-style-type: none"> <li>– Ask the District Associate to BCCPAC.</li> <li>– Phone the BCCPAC office or Member Services at <b>604-687-4433</b>. E-mail <a href="mailto:info@bccpac.bc.ca">info@bccpac.bc.ca</a>.</li> <li>– Phone the BCCPAC Advocacy Project toll free message line at <b>1-888-351-9834</b>.</li> <li>– Check the BCCPAC website at <a href="http://www.bccpac.bc.ca">www.bccpac.bc.ca</a>.</li> </ul>
<b>Other documents that will help me understand the DPAC's role</b>	
<ul style="list-style-type: none"> <li>✓ School Act</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Tab 2, BC School Act</b></li> <li>– Ministry of Education Manual of School Law, available on the web at <a href="http://www.bced.gov.bc.ca/legislation/schoollaw/">www.bced.gov.bc.ca/legislation/schoollaw/</a></li> </ul>
<ul style="list-style-type: none"> <li>✓ School District Policy Manual</li> <li>✓ School District newsletters or website</li> <li>✓ School District Handbook</li> </ul>	<ul style="list-style-type: none"> <li>– Phone or visit the School District Administration Office. The Policy Manual contains policies and procedures on many topics of interest, including PACs, DPAC, School Planning Councils, volunteers, field trips, parent-teacher interviews, conduct, discipline and suspension, safety, emergency procedures, complaints, appeals, and fundraising.</li> <li>– Check your school and district websites.</li> <li>– Many school district policies can be found on the website of the BC School Trustees Association at <a href="http://www.bcsta.org">www.bcsta.org</a>.</li> </ul>

### Checklist of Important Contacts for DPACs

DPAC Executive	Phone No.	Fax No.	E-mail
President			
Immediate Past President			
First Vice-President			
Second Vice-President			
Secretary			
Treasurer			
Committee chairs 1. 2. 3.			
Zone Representatives [in some larger districts] 1. 2. 3.			
BCCPAC District Associate			
DPAC website			

<b>School District Contacts</b>			
School District Administration Office			
School Board Chair			
School Board Liaison			
Trustee Representative			
Superintendent			
Secretary-Treasurer			
Senior Staff Liaison			
Local Teachers' Association President			
Local CUPE President			

*Continued...*

School District website			
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<b>BCCPAC Contacts</b>			
BCCPAC office or Member Services	<b>604-687-4433</b>	<b>604-687-4488</b>	<b>info@bccpac.bc.ca</b>
BCCPAC Advocacy Project	<b>1-888-351-9834</b>		
BCCPAC website	<b>www.bccpac.bc.ca</b>		

**DPAC Membership Contact List**

<b>Member</b>	<b>Member Representative</b>	<b>President</b>	<b>School Contact</b>	<b>Member Website</b>
Great Elementary School PAC	Name Phone no. E-mail	Name Phone no. E-mail	Name Phone no. E-mail	www.gratelementary.ca