

# PAC 101

## A Simple look at Parent Advisory Councils

BCCPAC Kelowna Regional Conference  
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### History

In 1989, the provincial government enacted a new School Act that gave parents in every district across British Columbia the right to establish and belong to a Parent Advisory Council at their children's school(s).

The Act also established the right of the PAC, through its elected officers, to advise the principal and staff of their school "...respecting any matter relating to the school..."



- ▶ According to the B.C. School Act, the school parents, through their elected representatives on the Parent Advisory Council executive, may consult with the principal and staff of their school "...respecting any matter relating to the school other than matters assigned to the school planning council".

## The PAC Executive and Members



## The Chairperson

The chairperson coordinates Parent Advisory Council affairs in cooperation with other executive members

The chairperson also:

- presides at all meetings (If he or she is unable to attend, the vice-chairperson or other fills in.)
- conducts business meetings
- assists the secretary to prepare the agenda for meetings and consults with the principal

## The Treasurer

The treasurer is the custodian of funds and:

- disburses money according to the decisions of the group, keeps and makes available accurate financial records
- presents a report of finances at each meeting for information (an annual report is usually adopted before the election of new officers)

## The Secretary

The secretary:

- records minutes of regular and executive meetings;
- presents and reads minutes for adoption at meetings; and,
- maintains a book or record of minutes and correspondence

## PAC Meetings



## How to Run a Meeting

Chairing a meeting is a challenging experience. But with a carefully prepared agenda and a few basic organizational skills you can hold a successful meeting.

## The Agenda

### Plan your time realistically.

- Don't squeeze too many items onto the agenda. Set aside enough time for the important item, allow for the assignment and review of tasks.

### Indicate when the meeting will start and end.

- Try to stick to your schedule.

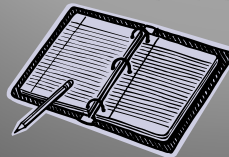
### Don't forget to make people feel comfortable.

- New parents may not know anyone. Introduce yourself and welcome everyone

**Most commonly, the order of business on an agenda is as follows:**

1. Call to order & introduction of new members
2. Approval of minutes of previous meeting & adoption of the agenda
3. Business arising from the minutes (old business)
4. Committee Reports & Correspondence
5. New Business
6. Program (guest speakers, principal's report etc.)
7. Adjournment

**PAC Minutes**



## **Guide for Recording Your Minutes**

Indicate the date, time, place of the meeting and name of Chairperson. Include names of members present (pass around attendance sheet)

### **Using the agenda**

- Make any additions or amendments to agenda and record approval
- Note any correspondence and accompanying action
- Using the agenda as a template record motions, movers and any actions
- Record time of adjournment
- Attach any handouts, correspondence in permanent book of records

## **Approving Minutes**

The Secretary will prepare draft minutes of the meeting and present them for approval to the membership at the next meeting.

The secretary will provide copies to those in attendance and ask for a motion to approve.

The membership then has the opportunity to provide edits, clarification etc. and the minutes may be amend.

Amended minutes are then approved by the membership "as amended" and filed by the Secretary in the book of record

If minutes are not available on line members may request copies form the secretary with notice.

### Signing Authority & Gaming funds

No matter what method of banking/tax deductibility arrangement your PAC chooses, authorized signatories are required.

Allowing any two of three authorized persons to carry out banking transactions makes it easier to manage PAC business if one of them is ill or out of town.

PACs must maintain a separate account for gaming funds.  
PACs must follow gaming guidelines when spending gaming funds.

### **School Planning Councils**

Every school must create a school growth plan and submit it to the district school Board office.

School plans are created in consultation with School Planning Councils.

School Planning councils have 3 elected parent representatives one of which is a PAC executive who have voting power.



## **Role of a School Planning Council**

- 8.2 A board must consult with a school planning council in respect of the following:
- (a) the allocation of staff and resources in the school;
  - (b) matters contained in the board's achievement contract relating to the school;
  - (c) educational services and educational programs in the school.
  - (d) school safety, including the installation and operation of video surveillance cameras.

**Questions?**

**Discussion?**

**Thank you!**