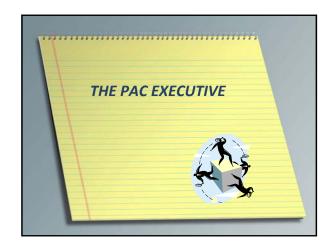


# FUNCTION OF PARENT ADVISORY COUNCILS According to the B.C. School Act, the school parents, through their elected representatives on the Parent Advisory Council executive, may consult with the principal and staff of their school "...respecting any matter relating to the school other than matters assigned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

#### school philosophy and program priorities school regulations and general student conduct the curriculum, new instructional programs, facilities, equipment and learning resources budget, alterations and renovations to facilities safety programs and procedures alternatives for identifying, communicating and meeting unique community needs communicating ideas from the community to the board of school trustees and school staff

## Topics on which PACs may offer advice and assistance: informing the community about decisions made at the school, district and ministry levels methods to ensure racial and cultural understanding and improve the sense of community within the school neighbourhood methods of resolving school-community differences and improving relations methods to encourage other community individuals and groups who do not have children of school age to attend meetings to express their ideas and share their concerns.



Some of the responsibilities of the executive committee include:

• assessing the interest and concerns of people in the school community

• preparing a program that reflects the priorities of parents and guardians

• holding regular meetings to plan an agenda for general meetings

• streamlining general meetings and making them interesting in order to encourage parent involvement

• working with the principal and providing liaison with the elected area district parents

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 fills in.)

• conducts business meetings

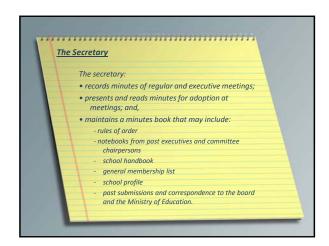
• establishes meeting rules with the executive members

• helps the vice-chairperson and secretary prepare the agenda for all meetings and consults with the principal

# The Chairperson • is responsible for preparing the information and facts needed for a good discussion on agenda topics • keeps meetings orderly (To keep spur-of-the-moment decision-making to a minimum, the chairperson provides an opportunity for additions to the agenda at the beginning of the meeting...) • sets a timetable and sticks to it after the members decide the best time for beginning and ending meetings.

### The Vice-Chairperson The vice-chairperson fulfils an important role as an understudy to the chairperson and: • learns duties and responsibilities of the chairperson in order to preside at meetings in her or his absence • takes over if the chairperson resigns • may be called upon to chair special committees or projects • may assume the office of chairperson the following year if there is support from the general membership • reads and distributes all material received and discusses the information with committee chairpersons and members

## The Treasurer The treasurer is the custodian of funds and: • disburses money according to the rules of the group and notes transactions in the treasurer's book • presents a report of finances at each meeting for information (an annual report is usually adopted before the election of new officers)





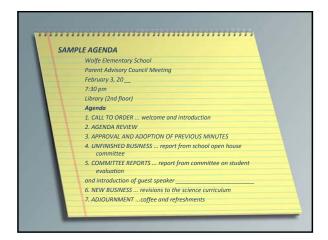


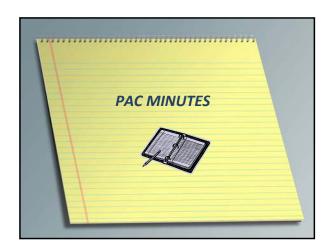
## Planning Your Agenda Review previous minutes for items that are pending and issues that were tabled or should be reported on. Items on the agenda may be classified as follows: For information Items that keep your PAC informed, but don't require immediate action (e.g., correspondence, announcement of events, progress reports) Discussion, or tabling Items that require mare discussion from your group before decisions are made business that should be referred to a smaller sub-committee for further discussion business that you choose to put aside (table) for the moment For decision and action Items resulting from business referred to a sub-committee business that you feel your group should act upon

#### The meeting agenda: • lets your PAC members know what to expect and how they might participate in the meeting • provides order and direction to the meeting • streamlines and shortens your meeting • makes the job of the recording secretary easier, thus improving the accuracy of the minutes An agenda is simply a brief outline of what you intend to discuss and in what order. A well-planned agenda reflects the concerns and interest of your school community and is based on mutually defined goals.

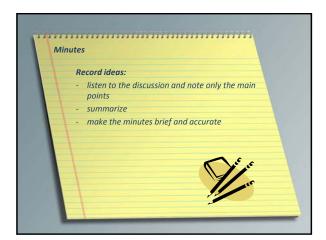
Plan your time realistically.
Don't squeeze too many items onto the agenda. Set aside enough time for the important item, allow for the assignment and review of tasks.
Indicate when the meeting will start and end.
Try to stick to your schedule.
Don't forget to make people feel comfortable.
New parents may not know anyone. Introduce yourself and welcome everyone

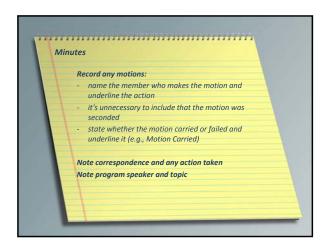
## Most commonly, the order of business on an agenda is as follows: 1. Call to order & introduction of new members 2. Approval of minutes of previous meeting & adoption of the agenda 3. Business arising from the minutes (old business) 4. Committee Reports & Correspondence 5. New Business 6. Program (guest speakers, principal's report etc.) 7. Suggestions for future topics 8. Adjournment



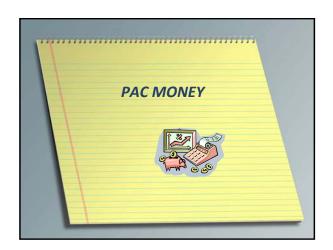


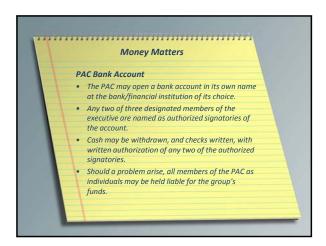
# Guide for Recording Your Minutes In the first section, include: - date and time of the meeting - place of meeting - name of chairperson - names of members present (pass around attendance sheet) - whether the previous minutes were approved or corrected

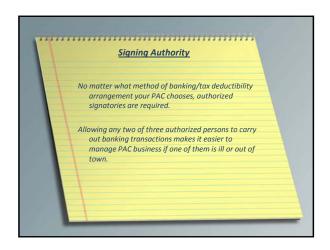




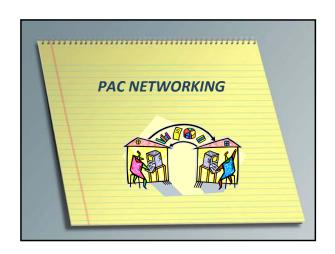








## Signing Authority At your first PAC meeting after the incoming executive has been elected by the Parent Advisory Council, your PAC executive should designate authorized signatories by way of a motion that is recorded in your minutes: THE (YOUR SCHOOL NAME) PAC DESIGNATES ANY TWO OF THE FOLLOWING THREE EXECUTIVE MEMBERS AS AUTHORIZED SIGNATORIES ON OUR (YOUR BANK'S NAME) ACCOUNT (NUMBER OF YOUR ACCOUNT): (NAME NUMBER ONE), (NAME NUMBER THREE).



# Connecting with Other PACs BCCPAC Listserv BCCPAC's Listserv offers an important benefit to its members—a virtual community through the Internet. The listserv allows BCCPAC parents to share information and experiences with each other across BC without having to initiate and maintain separate email conversations.

## Listserv Emails sent to the Listserv are automatically broadcast to everyone subscribed to the listserv. This allows simultaneous communication with a large number of BCCPAC member parents. To request membership please send an email to listservinfo@bccpac.bc.ca including your Full Name, School District, email address and details of the member PAC/DPAC you belong to. All Listserv users must be familiar with the BCCPAC Listserv Guidelines: http://www.bccpac.bc.ca/UserFiles/file/ListServGuidelinesSept2009(2).pdf

