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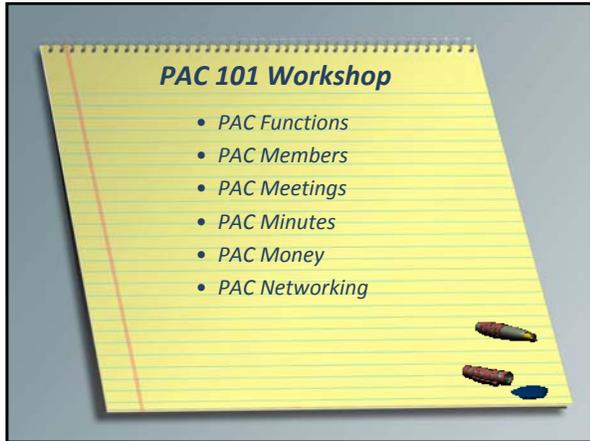
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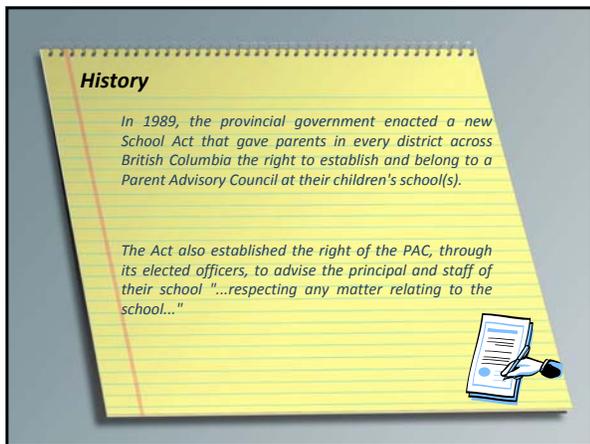
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**FUNCTION OF PARENT ADVISORY COUNCILS**

*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".*

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**Topics on which PACs may offer advice and assistance:**

- 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

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**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.

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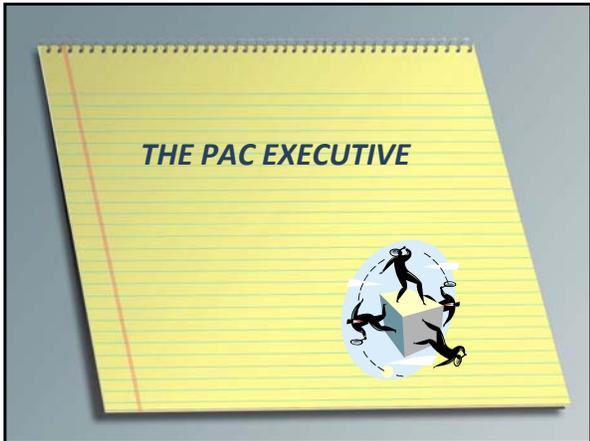
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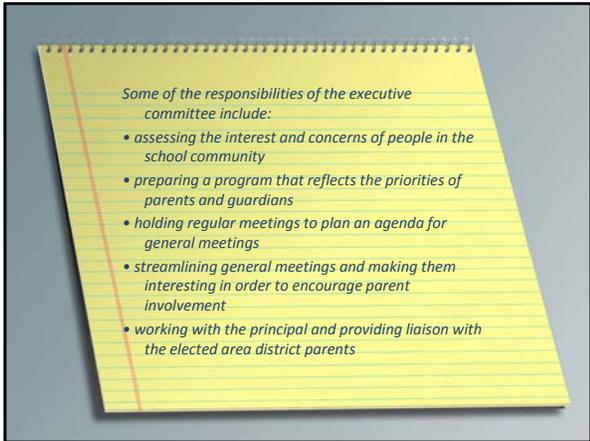
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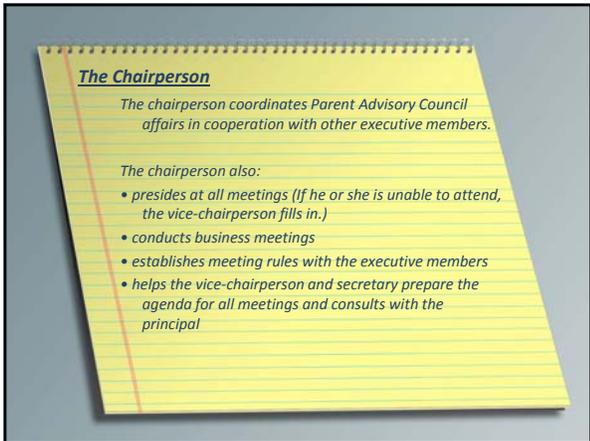
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**The Chairperson**

- 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.

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**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

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**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)

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**The Secretary**

The secretary:

- records minutes of regular and executive meetings;
- presents and reads minutes for adoption at meetings; and,
- maintains a minutes book that may include:
  - rules of order
  - notebooks from past executives and committee chairpersons
  - school handbook
  - general membership list
  - school profile
  - past submissions and correspondence to the board and the Ministry of Education.

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**PAC MEETINGS**



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**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.

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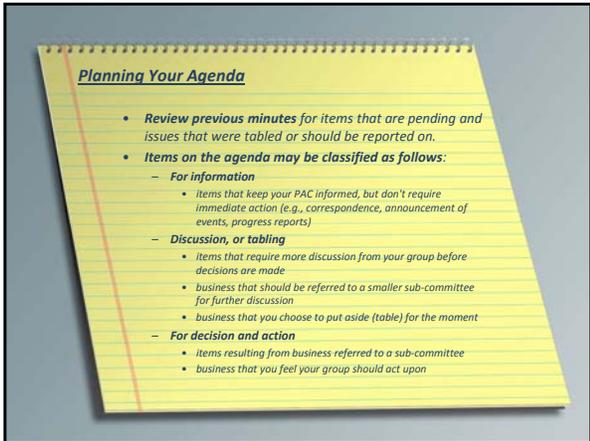
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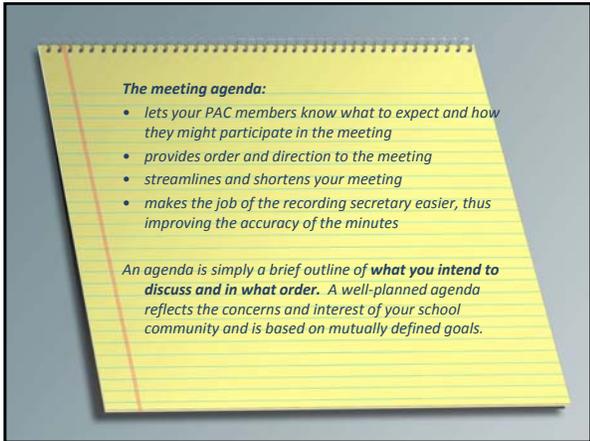
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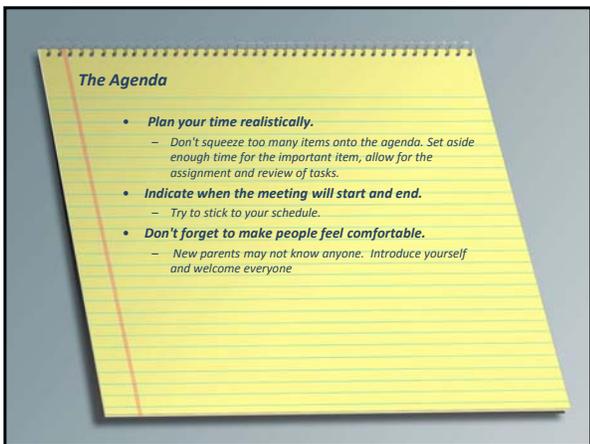
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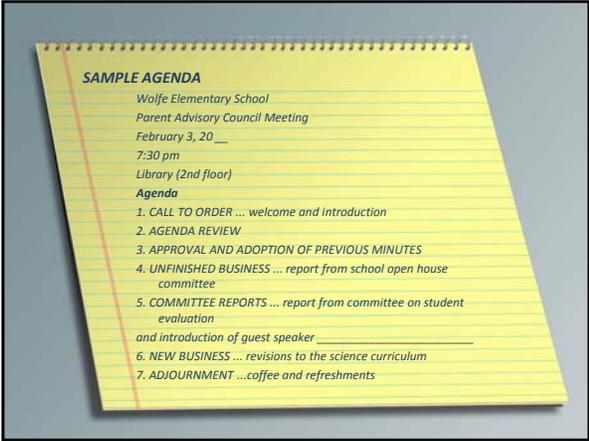
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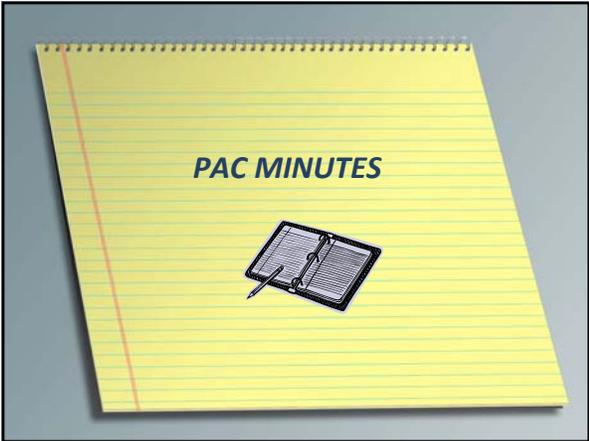
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**Guide for Recording Your Minutes**

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

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**Minutes**

**Record ideas:**

- listen to the discussion and note only the main points
- summarize
- make the minutes brief and accurate



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**Minutes**

**Record any motions:**

- name the member who makes the motion and underline the action
- it's unnecessary to include that the motion was seconded
- state whether the motion carried or failed and underline it (e.g., Motion Carried)

**Note correspondence and any action taken**  
**Note program speaker and topic**

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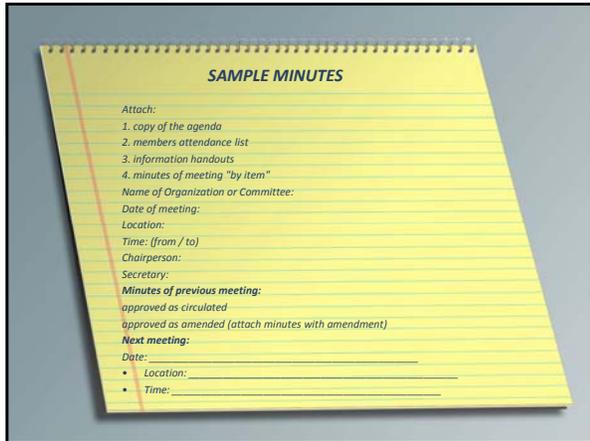
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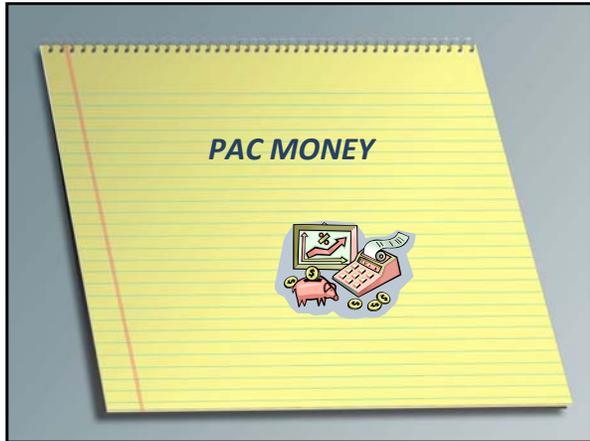
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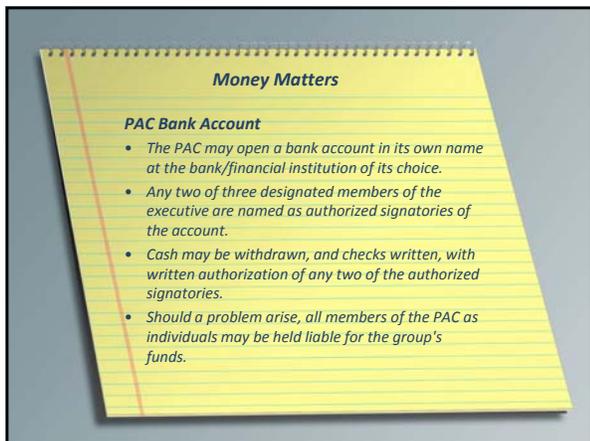
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**Signing Authority**

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.

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**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 TWO), (NAME NUMBER THREE).**

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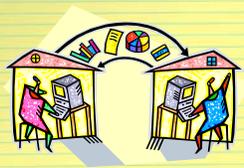
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**PAC NETWORKING**



The illustration shows two stylized figures, a woman in a pink dress and a man in a blue shirt, sitting at desks with computers. Above them is a network diagram with a central cloud and several nodes connected by lines, representing a network or communication system.

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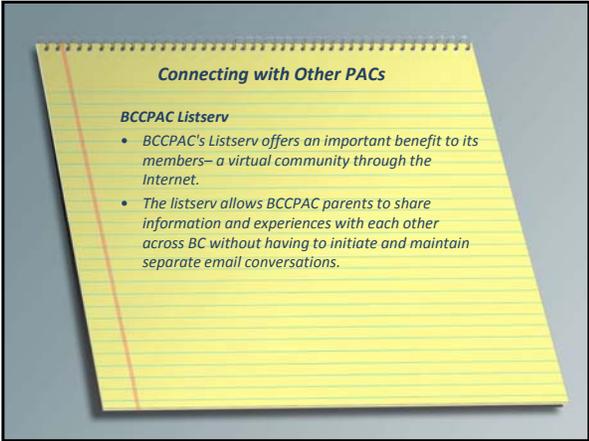
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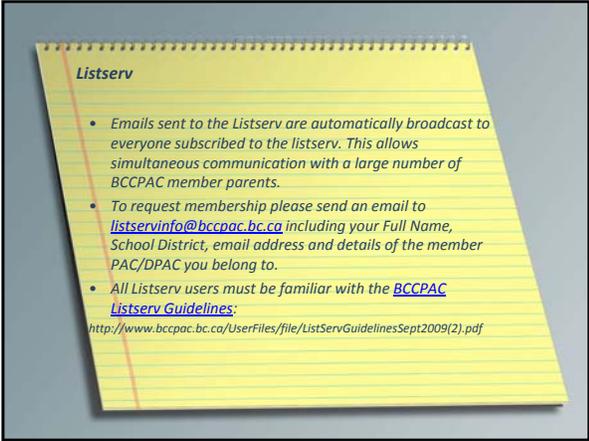
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