



**DPAC**  
DISTRICT PARENT  
ADVISORY COUNCIL  
ABBOTSFORD SCHOOL DISTRICT

# PAC 101

UNDERSTANDING PACS, DPACS, AND BCCPAC  
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## Introductions



Name



School and/or  
PAC position



What are you  
hoping to learn  
more about?

# What Are PAC, DPAC, and BCCPAC?

PAC: Advises  
school  
administration &  
supports parents

School  
Administration

DPAC: Advises the  
school district &  
supports PACs

School District

BCCPAC:  
Provincial voice of  
parents; supports  
PACs and DPACs

Ministry of  
Education and  
Childcare

# What Is a PAC?

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Recognized under School Act, Section 8

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Self-governing with required Bylaws

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Official collective voice of parents

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Run by parents for parents

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Membership is automatic

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Not a forum for individual issues

# Purpose of a PAC

Advise

- Advise school staff on parent feedback

Organize

- Organize activities and provide education

Encourage

- Encourage parent involvement

Advocate and connect

- Advocate and connect parents to supports

Communicate and build

- Communicate and build home-school cooperation

Provide

- Provide financial support for PAC goals

DPAC Participation

- Participate in DPAC activities

# Constitution & Bylaws – What and Why?

- ▶ Required by School Act
- ▶ Bylaws = rules for meetings, elections, operations
- ▶ Constitution = purpose and guiding principles
- ▶ Post publicly (PDF recommended)
- ▶ Keep accessible and review annually

***Every school should  
have their PAC C&B  
posted on the school  
website***

# Constitution vs. Bylaws

- ▶ Constitution: Defines why the PAC exists; brief (1–2 pages)
- ▶ Bylaws: Define how the PAC operates
- ▶ Roles, elections, accountability
- ▶ Old bylaws are still valid until changed

# Updating Your Constitution & Bylaws

- ▶ Belong to all members, not just executive
- ▶ Membership must be involved in updates
- ▶ Review may take months
- ▶ DPAC can help

# Meetings & Robert's Rules



Stay focused and respectful



Chair and agenda keep things on track



Robert's Rules = fair, structured decision-making



Modify if needed (unless Bylaws say otherwise)

# Executive Positions in a PAC

- ▶ Chair
- ▶ Vice Chair
- ▶ Secretary
- ▶ Treasurer
- ▶ Other positions as decided

## Your PAC Executive: Who Does What?



### Chair

Leads meetings, represents the PAC, liaises with the school



### Vice-Chair

Supports the Chair and steps in when needed



### Secretary

Keeps records, manages minutes, and handles communications



### Treasurer

Oversees finances, prepares budgets, and provides reports

## Committee Representatives

*Often not part of the executive  
but it depends on your bylaws*

- ▶ DPAC Rep
- ▶ Hot Lunch Coordinator
- ▶ Fundraising Coordinator
- ▶ Book Fair Coordinator
- ▶ Grade 5 Coordinator
- ▶ Other roles as needed

# Role of the Chair

- 📣 Official spokesperson
- 📢 Preside over meetings
- 📋 Prepare agendas
- 📞 Consult and represent PAC
- ✓ Appoint committees
- 🎯 Ensure PAC's goals are met

# Role of the Vice Chair

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Support the Chair

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Step in when Chair is absent

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Take on duties as needed

# Role of the Secretary

 Notify members of meetings

 Record and store minutes

 Maintain Constitution & Bylaws

 Handle correspondence

 Organize records

# Role of the Treasurer

- ▶ Account for all PAC funds
- ▶ Report on income and expenses
- ▶ Maintain proper records
- ▶ Disburse funds with approval
- ▶ Prepare annual budget
- ▶ Share records when requested

# Questions?



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We're here to support  
your PAC journey!