



DPAC

DISTRICT PARENT
ADVISORY COUNCIL
ABBOTSFORD SCHOOL DISTRICT

Secretary 101

The Role of the Secretary



DPAC
DISTRICT PARENT
ADVISORY COUNCIL
ABBOTSFORD SCHOOL DISTRICT



Maintain records
and manage PAC
communications



Support meeting
processes and
governance



Retain documents
for time required
by bylaws

- Serve as a signing officer (as needed)

Core Duties

Record
and file

Record and file minutes

Post

Post official documents (Constitution, Bylaws, Minutes)

Notify

Notify members of meetings

Distribute

Distribute agendas and materials in advance

Meeting Management: Before the Meeting



DPAC
DISTRICT PARENT
ADVISORY COUNCIL
ABBOTSFORD SCHOOL DISTRICT



Publicize Agenda



Share meeting details and documents in advance

- Proposed Budget
- Draft Minutes

Confirm quorum

Record attendance

Use a neutral, concise
tone

Document:

Use a consistent
format with headings

Motions - Mover and
seconder

Outcome
(carried/defeated)

Action items

Meeting Management: During the Meeting



DPAC
DISTRICT PARENT
ADVISORY COUNCIL
ABBOTSFORD SCHOOL DISTRICT

Approving Minutes

- ▶ Approving Minutes (Unanimous Consent)
 1. No formal motion or vote needed
 2. Chair asks: “Are there any corrections to the minutes?”
 3. Corrections offered by members
 4. If none (or after corrections): Chair declares minutes approved as read or corrected
- ▶ When a Vote Is Required
 - ▶ Only if a correction is proposed and another member objects
 - ▶ Proposed correction becomes a motion to amend
 - ▶ Requires a second and a vote

Meeting Management: After the Meeting



DPAC

DISTRICT PARENT
ADVISORY COUNCIL
ABBOTSFORD SCHOOL DISTRICT



Finalize and file
signed minutes



Post minutes
publicly (if
applicable)



Track follow-up
on action items

How to Record Motions

Choose the format that works best for your PAC:

- ▶ "Moved by [Name] and Seconded that [motion]. Motion carried."
- ▶ "M/S: [Name] / [Name] – That [motion]. Motion defeated."
- ▶ "Vote: 6 in favour, 2 opposed. Motion carried."

Common terminology for results:

- ✓ CARRIED – Also: Passed, Adopted, Approved
- ✗ DEFEATED – Also: Failed

Communication & Records

- ▶ Organize correspondence by date or topic
- ▶ Keep accessible files:
 - ▶ Agendas & Minutes
 - ▶ Bylaws & Policies
 - ▶ Reports
- ▶ Share updates with PAC members and executive

Supporting Good Governance



DPAC

DISTRICT PARENT
ADVISORY COUNCIL
ABBOTSFORD SCHOOL DISTRICT



Use past tense and third-person in minutes



Follow Robert's Rules of Order or other Parliamentary rule



Clarify unclear motions or decisions



Align with bylaws and policies



Assist with logistics and documentation

Questions or Support



A SECRETARY IS VITAL!



REACH OUT ANYTIME:
DPAC.SD34@GMAIL.COM



THANK YOU FOR SERVING!