DPAC
DISTRICT PARENT ADVISORY COUNCIL
ABBOTSFORD SCHOOL DISTRICT

Secretary 101

The Role of the Secretary

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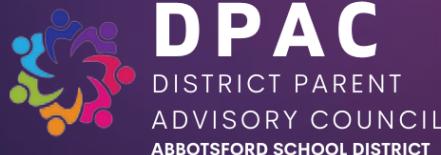
Maintain records and manage PAC communications

Support meeting processes and governance

Retain documents for time required by bylaws

- Serve as a signing officer (as needed)

Before the Meeting

Publicize Agenda

Share meeting details and documents in advance

- Proposed Budget

- Draft Minutes

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During the Meeting

Record Attendance and Confirm Quorum

Document:

- **Motions: - Mover and seconder, Outcome** (carried/defeated)
- **Action items**

Use a neutral, concise tone

Record what was done, not what was said

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

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

After the Meeting

Finalize and file signed minutes

Post minutes publicly (if applicable)

Track follow-up on action items
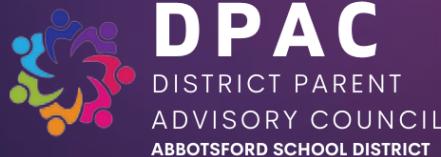
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Communication & Records

▶ Organize **correspondence** by date or topic

▶ Keep accessible files:

    ▶ **Agendas & Minutes**

    ▶ **Bylaws & Policies**

    ▶ **Reports** - President, Treasurer, DPAC

▶ Share updates with PAC members and executive

Recap: Supporting Good Governance

Use neutral tone 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

Record what was done, not what was said

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Questions or Support

REACH OUT ANYTIME:
DPAC.SD34@GMAIL.COM

THANK YOU FOR SERVING!