



DPAC

DISTRICT PARENT
ADVISORY COUNCIL
ABBOTSFORD SCHOOL DISTRICT

PAC 101

UNDERSTANDING PACS, DPACS, AND BCCPAC

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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?

Recognized under School Act, Section 8

Self-governing with required Bylaws

Official collective voice of parents

Run by parents for parents

Membership is automatic

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

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 (Non-Exec)

- ▶ 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

Support the Chair

Step in when Chair is absent

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!