



PAC Representative to DPAC

Roles and Responsibilities

The Roles and Responsibilities of the PAC Representative to DPAC are often outlined in your School PAC's Constitution under which you were elected or appointed.

Please review your PAC's Constitution, in particular those sections that pertain to this position.

In general ...

Your primary role is to represent your School PAC at all regular and extraordinary DPAC meetings. The PAC Representative to DPAC is usually an executive member of the school's PAC.

Your responsibilities are to:

- a. present the collective view of the parents of your school at all general and extraordinary DPAC meetings
- b. attend all DPAC meetings or ensure that an alternate can attend - such alternate should be made aware of DPAC's Code of Conduct
- c. be a conduit of information between your PAC and DPAC – report back at your PAC general meetings and take feedback to DPAC meetings
- d. work to ensure that the well-being of students is the primary focus of all decisions
- e. respect the rights and views of others
- f. uphold the Constitution, Bylaws, policies and procedures of DPAC
- g. adhere to the Code of Conduct and/or Ethics of your PAC and those of DPAC

Additionally DPAC asks that you ...

- a. maintain, update and bring to each meeting the **DPAC Representative's Binder**

Please remember that the Representative's Binder is the property of Langley DPAC. There is a replacement cost of \$25.00 for each lost or damaged binder.

- b. work to ensure that BCCPAC information and resolutions are discussed by your PAC membership if your PAC is a BCCPAC member
- c. work to ensure that your PAC's **proxy** and **list of resolution decisions** for the BCCPAC Annual General Meeting is delivered to DPAC in a timely manner



How to be an Effective PAC Representative to DPAC

1. **Read** the *Roles and Responsibilities* included in the DPAC Representative's Binder.
2. **Be sensitive** to the variety of issues and circumstances that parents and students face.

Remember that you are responsible for bringing forth the voice of your PAC and not just your own.

3. **Take notes** so that the information you carry back to your PAC is concise, accurate, and informative.
4. **Request** that your report be near the beginning of your PAC's agenda. This will ensure that you will have time to report your information and obtain any response or feedback required from your PAC membership.
5. **Use plain language** when reporting back to your PAC.
 - avoid using educational jargon
 - explain any acronyms you will be using
 - provide your executive members with a copy of the list of terms included in the DPAC binder and have a few available at each PAC meeting for new faces
6. **Bring to the DPAC meetings**, your PAC's views about the School District's programs, policies, and other issues that affect our students so that common concerns can be identified and the DPAC executive can forward this information appropriately.
7. **Take time** to meet other PAC representatives. This is your PAC's opportunity for sharing ideas and learning what other schools are doing in your district. Networking is a key tool for success.