

## The Role and Responsibilities of a District Parent Advisory Council Representative (DPAC Rep)

Thank you for taking on the responsibility of the DPAC rep for your school.

This is a legislated position and one that serves an important role in the hierarchy of parental involvement in our schools. The DPAC rep serves as an intermediary between their local school PAC and the DPAC. The DPAC works directly with the School Board and so is privy to important information which must be fanned out to the individual parents. Some of that information will come to you at the General Meetings while other info will be received via email or be sent to the PAC mailbox at your school.

The responsibilities of the DPAC rep are as follows:

1. Attending NVPAC General Meetings, which are held monthly (with some exceptions) throughout the school year.
2. Voting on behalf of their schools at those meetings
3. Reporting on the DPAC meetings at their local PAC meetings, or, if unable to attend the PAC meeting, providing a report to the PAC chair for presentation at the meeting
4. Disseminating information to parents in the following ways:
  - forwarding emails to the parents list at your school
  - posting information in the school newsletter
  - posting flyers on your school bulletin boards, particularly the parent's bulletin board
  - posting information on your school website
5. Arranging for the gathering of parental feedback via the PAC and forwarding it back to DPAC
6. With respect to the BCCPAC AGM, the DPAC rep may be responsible for bringing resolutions to their PAC, discussing, voting, and bringing proxies to NVPAC (or another PAC rep) and/or attending the AGM. Depending on the school this may be a role shared with the PAC chair or a designated BCCPAC rep.

To simplify the task of disseminating information, each email you receive from NVPAC will be prefaced as follows: **Post & Circulate, Respond, FYI Only, RSVP or Feedback Requested**. These categories are defined as follows:

Post & Circulate: This is the most all encompassing category. This information should be passed on to your parents email list, posted on bulletin boards, posted in the school newsletter (if time permits) and put on the school website

Respond: Timely response is needed. Usually for basic information such as "Who is the new DPAC rep or PAC Chair"

FYI Only: This information is being sent out as a courtesy. It's something that isn't urgent but which we think you'd like to know. You can share this information with the PAC and parents as you see fit

RSVP: This request requires a response as to whether you or your designate will be attending a particular function

Feedback Requested: This is a request for feedback from your parent community, via the PAC. This is not for your individual opinion, although you can certainly include that in with the info gathered from the wider parent community

We hope you find this information useful. We invite your comments and questions.

**North Vancouver Parent Advisory Council**  
**[www.nvsc44.bc.ca/AboutUs/NVPAC.aspx](http://www.nvsc44.bc.ca/AboutUs/NVPAC.aspx)**

REV 09/19/07