



District Parent Advisory Council

September 22, 2022

The District Parent Advisory Council Executive invites all District 43 parents to a Parent Advisory Council 101 Orientation session on **Wednesday, October 5, 2022** from 7:00 pm to 8:30 pm. The evening is open to all parents, grandparents, caregivers and other stakeholders of education in the district. We encourage those holding PAC Executive positions to attend. The session will be of special benefit to the following positions: President, Vice President, Secretary, Treasurer, and District Parent Advisory Council Representative.

The night has been planned to help our PACs start the year with need-to-know information, provide valuable resources and help you understand your roles and responsibilities. The format of the evening is structured such that there will be a fifteen-minute presentation each for *Constitution & Bylaws*, *How to Run an Effective Meeting* and *Finances* which will have the presenters hitting on the major points for each topic. Then there will be breakout sessions for each of the 3 areas which will provide more time and the opportunity for participants to ask specific questions in their area of interest.

Please see the attached flyer for all the details regarding discussion topics, registration information, and invite particulars. The event is free, but registration is required as seating is limited.

Please register by Tuesday, October 4, 2022, online at

<https://www.eventbrite.ca/e/pac-101-orientation-2022-tickets-425289661827>

Thanking you in advance for your time and consideration.

Sincerely,

Rosey Manhas
DPAC43 President



District Parent Advisory Council

PAC 101 Orientation Night

The District Parent Advisory Council Executive would like to invite you to a PAC 101 Orientation session:

- DPAC Overview + How can DPAC support parents
 - Learn valuable tools on taking minutes & proper record keeping
 - Hear how other schools operate their PAC
 - Tips on finances and gaming grants
 - Understanding your Constitution and Bylaws
 - What's new and relevant to PACs
 - Opportunity to have your PAC related questions answered
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- **Date:** Wednesday, October 5, 2022
 - **Place:** Gallery Room, Winslow Centre 1100 Winslow Ave, Coquitlam
 - **Time:** 7:00-8:30pm
 - **RSVP:** Tuesday, October 4, 2022 online at <https://www.eventbrite.ca/e/pac-101-orientation-2022-tickets-425289661827>

Seating is limited, get your registration in early.

Light refreshments will be served



Please bring paper and pen for taking notes as we will not be providing handouts. Presentations will be available afterwards on our website or via email by request. As well, please bring a copy of your PAC's current Constitution & Bylaws.



District Parent Advisory Council

PAC 101 Orientation Night Agenda

ACKNOWLEDGEMENT OF TERRITORY

- 7:00 - 7:15 pm Welcome and DPAC Overview – Rosey Manhas
- 7:15 - 7:30 pm Session 1: Constitutions & Bylaws
– Zainab Alkassab and Diane MacSporran
- 7:30 - 7:45 pm Session 2: Meetings/Minutes & Record Keeping
– Rosey Manhas and Ernest Wu
- 7:45 - 8:00 pm Session 3: Finances
– Jamie Manchester and Ashley Sorensen
- 8:00 - 8:15 pm Breakout Sessions
- 8:15 - 8:30 pm Q&A and Final Remarks – Rosey Manhas



District Parent Advisory Council

DPAC GENERAL MEETING DATES for 2022/2023

DPAC General Meetings are held on the last Wednesday of each month
(unless otherwise noted)

At 7:00 p.m.

Location will be updated monthly

September 2022	No Meeting
October 26, 2022	
November 30, 2022	
December 2022	No Meeting
January 25, 2023	
February 22, 2023	
March 29, 2023	
April 26, 2023	
May 31, 2023	Annual General Meeting, Elections
June 2023	No Meeting