

Abbotsford Virtual School
Parent Advisory Committee
Terms of Reference

Mandate: To plan, support and organize activities for students of Abbotsford Virtual School in cooperative consultation with all stakeholders and with the guidance of the Abbotsford Virtual School Principal and one appointed staff member.

President: Kristen Morris, 2018-2019

The Executive: Executive includes the president, secretary, treasurer, immediate past president, and such other members of the Council as the membership decides. For the purposes of the AVS PAC, three elected positions will be voted on in the May PAC meeting. Terms are one year in length. Nomination will be made in written form and requested in the April meeting in preparation for an Annual General Meeting in May to determine by regular voting procedures the elected positions. The executive positions are:

- President
- Vice President
- Treasurer
- Secretary

The President may fill vacancies and add members as necessary to carry out the committee's mandate and responsibilities. The executive will manage the Council's affairs between general meetings.

Responsibilities of President:

- To host a scheduled monthly meeting at Abbotsford Virtual School open to all members, with the exception of December and March, due to breaks.
- To plan meeting agendas
- To organize the room schedule for meetings and events, coordinating with school secretary
- To propose topics for workshops, student supplies and activities of interest to parents, plan and present
- To create and publish advertising to the school and neighbourhood community as needed
- To arrange additional volunteers as necessary for school and PAC sponsored events; appoint committees where authorized by the membership or executive
- To speak on behalf of the council
- Oversee day-to-day operations of executives and members

Responsibilities of Treasurer:

- Be a signing officer
- Ensure all funds of the Council are properly accounted for
- Disburse funds as authorized by the membership or executive
- Ensure that proper financial records and books of account are maintained
- Report on all receipts and disbursements at general and executive meetings
- Make financial records and books of account available to members upon request

- Have the financial records and books of account ready for inspection or audit
- With the assistance of the executive, draft an annual budget
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- Submit an annual financial statement at the annual general meeting

Responsibilities of Secretary:

- Record and file minutes of all meetings
- Prepare and maintain other documentation as requested by the membership or executive
- May be a signing officer

Effective Planning and Timelines:

The key to successfully operating organizations is effective planning. The President will work with all members to plan and organize activities to support students of the school. Planning is a collaborative process that must follow the Code of Conduct for members. Every effort should be made to listen to all ideas, sorting through suggestions to determine manageable and appropriate activities that will align with the school and its functions.

The Executives will make every effort to meet the following timeline:

- September--hold an Annual General Meeting, plan and publish dates for meetings for remainder of school year, establish budget for current school year
- January - Begin assisting AVS staff with the following year's activity calendar
- April - Submit Gaming Account Summary Report to BC Gov website (Year-End March 31) and apply for Gaming Grant
- May--hold elections for executive positions for following school year

Conduct of PAC Executive and PAC Members:

This is something that a group within PAC should work through but will suggest that one examines:
<http://www.opengroup.org/members/code-of-conduct>

Voting:

- All matters requiring a vote at meetings will be decided by a simple majority of the votes cast (50% plus 1).
- In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated
- While it is expected that not all decisions will meet with all PAC members wishes at all times, appropriate explanation and decision making processes should be in place such that all stakeholders understand the rationale for decisions. It is the PAC president's role to approve and execute actions with respect to final decisions that are made. Any conflict that results can be mediated by the school's Principal.

Guiding References

- BC Confederation of Parent Advisory Councils <http://www.bccpac.bc.ca>
- School Act
<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=FA8251728A4A49E4A7FE72A289920E5D>
- Handbook for Parent Advisory Councils (Developed by Vancouver School Board and Vancouver District Parent Advisory Council (2005) <https://www.vsb.bc.ca/sites/default/files/DPAC/HandbookforPACS.pdf>
- http://www.bccpac.bc.ca/sites/default/files/resources/lm-tab6_constitution_bylaws.pdf
- http://www.bccpac.bc.ca/sites/default/files/resources/lm-tab12_committees_0.pdf
- DPAC <http://www.sd34.bc.ca/parents-students/dpac>

From the School Act:

<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=FA8251728A4A49E4A7FE72A289920E5D>

Parents' advisory council

- 8 (1) Parents of students of school age attending a school or a Provincial school may apply to the board or to the minister, as the case may be, to establish a parents' advisory council for that school.
- (2) On receipt of an application under subsection (1), the board or minister must establish a parents' advisory council for the school or the Provincial school.
- (3) There must be only one parents' advisory council for each school or Provincial school.
- (4) A parents' advisory council, through its elected officers, may (a) advise the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school, other than matters assigned to the school planning council, and (b) at the request of the school planning council, assist the school planning council in carrying out its functions under this Act.
- (5) A parents' advisory council, in consultation with the principal, must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing (a) the dissolution of the parents' advisory council, (b) the election of members to represent the parents' advisory council on the school planning council, and (c) the election of a member to represent the parents' advisory council on the district parents' advisory council.
- (6) Voting at an election referred to in subsection (5) (b) and (c) must be by secret ballot. [2002-53-5, effective May 30/02]

Important Points to guide the development of this document:

To be effective, a committee must have well-defined terms of reference, including

- the committee's mandate—a clear and limited purpose
- clearly defined tasks
- a committee chairperson, responsible for the committee.
- Additional volunteers can be invited either by the committee chairperson or the executive.
- a plan and timeline
- direction on reporting—to whom, when, and in what form.
- Most committees report to the executive which then decides when the committee should report to the general membership.
- direction on filling committee vacancies.

Terms of reference should be specified by the executive or membership at the time the committee is appointed, and written into the minutes or as a separate document attached to the minutes. Sometimes, the committee itself is given authority to create its own terms of reference at its first meeting. These should be reviewed and approved by the body that created the committee.

All committee members should have a copy of the terms of reference. A list of committee members and the terms of reference should be available to any council member who requests them.