

## 131: DISTRICT PARENTS ADVISORY COUNCIL (P)

Approved: 90 09 18  
Amended: 92 03 03  
Reviewed: 18 10 09

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### **POLICY**

**The Board recognizes the right of parents to request the establishment of a District Parents Advisory Council comprised of persons representing parents' advisory councils and other organizations in the community.**

**The Board believes that the purpose of a District Parents Advisory Council is to provide a parents' perspective into the operation of the district and will provide regular opportunities for a representative(s) to report to the Board or to a committee of the Board if such a Council is formed.**

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### **REGULATIONS**

#### **1.0 ESTABLISHMENT OF A DISTRICT PARENTS ADVISORY COUNCIL**

- 1.1 Representatives of school Parents' Advisory Councils may make application to the Board for the establishment of a District Parents Advisory Council.
- 1.2 Upon receipt of an application, the Board may establish a District Parents Advisory Council.

#### **2.0 OPERATIONAL GUIDELINES**

- 2.1 A District Parents Advisory Council, if formed, shall include a representative from each School Parents' Advisory Council.
- 2.2 The District Parents Advisory Council shall elect an executive, including a chairperson, vice-chairperson, recording secretary and treasurer.
- 2.3 The District Parents Advisory Council shall establish its own specific operational guidelines governing its meeting and the business and conduct of its affairs.
- 2.4 The District Parents Advisory Council shall annually submit financial statements to the Secretary-Treasurer which include:
  - i) opening balance of accounts;
  - ii) a summary of revenue and expenditures;
  - iii) closing balance of accounts
  - iv) year-end bank reconciliation(s)
  - v) a description of all current bank accounts including account numbers,

vi) bank and branch, and signing officers.

2.4.1 The financial statement shall be submitted annually as of the fiscal year end of the District Parents Advisory Council. If no fiscal year end is specified, the year end is deemed to be June 30.

### **3.0 LIAISON WITH THE BOARD**

3.1 A representative from the District Parents Advisory Council shall be provided a place on the regular Board meeting agenda as requested.

3.2 Representation from the District Parents Advisory Council shall be provided the opportunity to meet with the Board's standing committees upon prior request.

### **4.0 DISSOLUTION OF THE DISTRICT PARENTS ADVISORY COUNCIL**

4.1 Upon receipt of an application, and consultation with the District Parents Advisory Council, the Board, with a minimum of three (3) months' notice to the District Parents Advisory Council, may dissolve the District Parents Advisory Council.

4.2 Where dissolved by the Board, as per Section 4.1, any funds of the District Parents Advisory Council will be turned over to the Board for appropriate disposition.