

## **PARENT ADVISORY COUNCIL (PAC) HANDBOOK**

### **PAC Representative Responsibilities:**

The PAC Representative is your co-op class representative to the Parent Advisory Council (PAC)\*. The Parent Advisory Council votes on guidelines and recommendations on issues common to all cooperatives; you are your co-op's voice. Specific duties include:

- To attend the monthly PAC meetings. NSC affiliation requires each NSC co-op class to have an active PAC representative (benefits from PAC are contingent on attendance), with a minimum of one per school if enrollment is low.
- To participate on a PAC Committee. The task force and committees may vary depending on the interest of the PAC membership.
- To act as a liaison between your co-op and PAC, a college representative is there to explain NSC policy and to take recommendations back to the college.
  - To participate on your co-op's executive board if your school requires that.
  - To report relevant information to the class at the parent meeting and via email.
  - To communicate with your class regarding participation in PAC scholarship and fundraising requirements.

PAC Reps notebook/electronic resources includes:

A copy of the PAC by-laws and duties of all PAC members

A current list of PAC committees and the person responsible for each

A current roster of PAC members

### **\* About the Parent Advisory Council:**

The Parent Advisory Council (PAC) is composed of parents representing each co-op class in the Parent Education Program at North Seattle College as well as a faculty representative from the Parent Education Program, Workforce Instruction Division.

PAC meets on a monthly basis and its major objectives are:

- To promote quality education for parents and their young children.
- To offer parent information and opinions for decision making by the Parent Education Program, Workforce Instruction Division, North Seattle College.
- To unify the co-ops throughout the system by providing a communication network for voicing needs and sharing ideas.
- To provide year-to-year continuity and a sense of history for a program made up of many diverse elements.
- To make co-ops available to all socioeconomic groups.

### **PAC BOARD POSITIONS**

- 1) Chair (runs the meetings)
- 2) Vice-Chair (fills in for chair as needed, makes sure everyone has a committee)
- 3) PAC Coordinator (maintains the roster, sends reminder if people miss meeting/make up work with committee expected)
- 4) Secretary (takes minutes at board and PAC meetings, sends these out for review and approval at the next meeting)
- 5) Treasurer (handles PAC finances, makes sure to get second signature/review of each check written, works with PAC bookkeeper to maintain PAC legal requirements as nonprofit business)

## **PAC COMMITTEE DESCRIPTIONS**

### Communication Committee (minimum of 6):

1/ Internal communication: To facilitate communication among the individual coops, thereby helping foster a smooth-running system and strong sense of community. Our primary vehicles include a web site and monthly newsletter/blog. Possible activities may also include generating written reports or articles to the PAC newsletter/blog summarizing information about schools and enrollment procedure. The website is designed to assist co-op parents in enrolling their children in kindergarten, in addition to it's main purpose of providing information and market our affiliated coop classes and PAC activities.

2/ External communication ("Marketing"): To promote awareness of the NSC coop preschool system and drive enrollment for coops in need of members. Examples of possible activities include creating a "toolkit" of materials for individual coops to use (brochures, sample ads, best practices, etc.), staffing info-booths, and PR with local child-related organizations (PEPS, pediatricians, libraries, community centers, etc.).

3/ Committee has members who take the lead regarding: Webmaster, Newsletter/Blog, Preschool Fairs, Advertising, social media, and Press Releases.

### Education Committee (minimum of 3)

Organize quarterly parent education lectures. Generally, the past year's committee will have already planned the fall lecture, and this year's committee is responsible for winter, spring and next fall's lecture. Work with a Parent Education faculty member assigned to assist in planning the lectures. Coordinate with Communications and Fundraising to get flyers and promotional materials out on the website, Facebook page, and via email for people to share, with information about fundraising options related to providing the free lectures to the larger community. Other activities of this committee may include generating reports or articles for the PAC newsletter/blog and working with EDI committee to make sure speakers represent a full range of diversity and share an equity/inclusion perspective in their presentations.

#### Fund Development Committee (minimum of 4):

1) Coordinate among all the co-ops raising funds (generally in excess of \$30,000 per year) to provide scholarships covering a portion of preschool tuition for families so that they can participate in the NSC Co-op program. Offer resources via the website for fundraising, such as Chinook Book sales as an option for co-ops to use in their fundraising. Amount of contribution due per co-op is decided by PAC annually.

2) The committee is responsible for other fundraising efforts such as online auction or an in-person raffle that supports the goals of PAC to provide access to Parent Education/Affiliated Cooperative Preschool Classes to families in all socioeconomic groups.

#### Scholarship Committee (1-2 people):

PAC members work with an NSC faculty member and a community member to review each quarter's scholarship applications, determine the disbursement, and then coordinate with the PAC Treasurer to distribute scholarship funds each quarter. The committee will generate written quarterly and annual reports to PAC and articles to the PAC newsletter/blog when appropriate and work with the fundraising committee to compile anonymous stories of the families served by scholarships.

#### Registration (minimum of 6):

Maintain current enrollment information of the status of co-op vacancies. Includes contacting parent coordinators as needed. This committee will also keep "external" communications people informed about specific groups requiring promotional help. Additionally, with the help of additional PAC members as needed, this committee organizes the Fall PC Training and Open Registration/Preschool Fair at NSC in the spring.

#### Equity, Diversity and Inclusion (minimum 4)

The EDI committee works to recommend and help implement practices that will create a welcoming environment for all the diverse members of our co-op neighborhoods. The committee helps to eliminate barriers to participation for English Language Learners, people of color, students of varying abilities, low-income families, etc. The group collaborates with the other committees, especially the communications and education committees as well as North Seattle College to effect beneficial changes.

#### Floater Committee:

PAC may need to assign members to special projects, such as gathering information or putting on events that will benefit the NSC coop community. Special projects do not fall under the direction of one of the existing committees, and are not anticipated to last for

more than one year. They may be assigned to an existing committee or they may be an ad hoc committee of their own.

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