



## 2020-2021 PAC Officer Responsibilities

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*PAC's main responsibilities are to advise the principal on the use of Title I parent & family engagement funds as well as to serve as a bridge between all school parents and the school administration. It is important to work as a team and collaborate to reach the group's fullest potential as parent leaders. The following are the expected roles of the PAC leaders:*

### Chairperson

- Attend and preside at all meetings and be a spokesperson for the PAC when requested to do so
- Attend the monthly PAC/PLN collaborative meetings to receive Title I district updates
- Create all regular meeting notices and agendas in consultation with the principal, the other PAC officers, and other PAC members
- Call special meetings of the PAC as needed
- Sign all recommendations for expenditures of Title I School-wide or Targeted Assistance Program funds and Parent & Family Engagement funds
- Ensure that all council members are fulfilling their tasks

### Vice-Chairperson

- Provide support on all of the Chairperson's duties and shall act on all matters in the absence of the Chairperson
- Oversee all financial matters related to the Parent & Family Engagement Funds, including but not limited to PAC quarterly reports and processing of fiscal transactions with the school office (purchase order requests, transfers, etc.). All original transactional forms must be placed in the office Title I binder and duplicate copies placed in the PAC Title I Binder

### Outreach Coordinator

- Work with the entire PAC and school administration to help the PAC assess the unique factors impacting parent involvement at their school
- Lead the efforts to increase attendance by surveying parents on their needs
- Lead the promotion of PAC events
- Suggest creative ways to increase parent engagement
- Help evaluate PAC events

### Secretary

- Take written minutes at all meetings and provide written minutes of the prior meeting
- Post the public notice and agenda of all meetings at least forty-eight (48) hours before all regular and special meetings and as soon as possible for emergency meetings
- Draft all official correspondence of the PAC under the direction of the Chairperson
- Maintain a Title I Binder containing all PAC documents

*For a full description of the positions, please reference the 2019-2020 PAC Guidelines*