

Roles of Parent Committee Officers

Committee Officers

PERFORMANCE STANDARD 1302.50, 1302.51

Chairperson: Duties and Responsibilities

- Learn how to conduct trainings using parliamentary procedure (Roberts Rules of Order)
- Assist other members of Parent Committee with program preparation (speakers, Parent Committee business)
- Assist Secretary in preparing training agenda
- Assist campus committee with planning/goal setting
- Set-up committees for special projects
- Notify vice chairperson if unable to attend

Vice-Chairperson: Duties and Responsibilities

- Support and assist Chairperson
- Service as substitute for Chairperson when he/she is absent
- Help plan trainings with Chairperson and Parent Committee

Secretary: Duties and Responsibilities

- Record minutes of each training
- Transcribe minutes and gives them to training facilitator
- Help with preparation of agenda
- Ensure that Monthly Parent Training form is completed properly

Assistant Secretary: Duties and Responsibilities

- Support and assist Secretary
- Serve as substitute for Secretary when he or she is absent

Policy Council Representative: Duties and Responsibilities

- Share information from individual campuses with the Policy Council
- Attend **all** Parent Committee trainings
- Attend **all** Policy Council trainings

Policy Council Alternate: Duties and Responsibilities

- Attend **all** Parent Committee trainings
- Serve as substitute for the Policy Council Representative, when he/she is absent
- In the absence of the Policy Council Representative, the Policy Council Alternate shall have the same privileges and duties as the Policy Council Representative