

Los Angeles Unified School District  
Office of Student, Family and Community Engagement  
Parent Advisory Committee

**PAC OFFICERS' ROLES AND RESPONSIBILITIES**

**Chairperson:**

- Be fair and impartial at all times.
- Preside over all PAC meetings.
- Announce to all members the date, time and location for the subsequent PAC and Agenda planning meetings.
- Sign letters, reports, and other communications as requested of the committee.
- Perform additional duties appropriate to the Chairperson position.
- Provide a written and oral report.
- Serve as the representative of the PAC on the Board of Education committee as applicable
- Provide a draft of the LCAP Comment presentation to the committee for discussion and feedback prior to presenting to the Board of Education.
- Have the ability to create ad hoc subcommittees in coordination with SFACE.

**Vice- Chairperson:**

- Be fair and impartial.
- Be given the opportunity to serve as Chairperson through succession.
- Represent the Chairperson in his/her absence and performed additional assigned duties as prescribed by Chairperson.

**Secretary:**

- Be fair and impartial.
- Keep minutes of all meetings of the PAC.
- Provide the original meeting minutes to the SFACE staff.
- Conduct roll call and establish quorum.
- Maintain a current attendance roster.

**Assistant Secretary:**

- Be fair and impartial.
- Assist the secretary to keep minutes of all meetings of the PAC.
- Assist in providing the original meeting minutes to the SFACE staff.
- Assist the secretary to conduct roll call and establish quorum.

- Assist the secretary to maintain a current attendance roster.
- Assist with written motion forms
- Be given the opportunity to serve as secretary through succession.

**Public Relations:**

- Be fair and impartial at all times.
- Promote the actions and purpose of the PAC to the public when authorized by PAC and SFACE

**Parliamentarian:**

- Be fair and impartial at all times
- Announce the list of public speakers
- Assist the Chairperson in ensuring compliance with these Bylaws and that parliamentary procedures are followed to assist the Committee in completing its meeting agendas
- Be knowledgeable about these Bylaws, parliamentary procedure, and the Greene Act
- Be allowed to vote, but not to make motions or participate in debate

*Excerpts taken from the May 2023 PAC Bylaws*