

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

PAC Officers' Roles and Responsibilities

The Chairperson shall:

- a. Be fair and impartial at all times.
- b. Preside over PAC meetings.
- c. Sign letters, reports, and other communications of the Committee as authorized.
- d. Perform additional duties appropriate to the office of Chairperson.
- e. Serve as the representative of the PAC on Board of Education committee as applicable.
- f. Provide written or oral Chairperson's Reports to the PAC.
- g. Announce to all members the date, time, and place for the next agenda- planning meeting and all other PAC meetings.
- h. Provide a draft of the LCAP Comments presentation to the Committee for discussion and feedback prior to giving this presentation to the Board of Education.
- i. Have the ability to create ad hoc subcommittees in coordination with SFACE.
- j. Attend agenda planning meetings.
- k. Ensure required LCAP responsibilities for the PAC are completed by the committee.
- l. Work collaboratively with the membership and district personnel.

The Vice-Chairperson shall:

- a. Be fair and impartial at all times.
- b. Represent the Chairperson in his or her absence and perform additional assigned duties as prescribed by the Chairperson.
- c. Be given the opportunity to serve as Chairperson through succession.
- d. Attend agenda planning meetings.
- e. Ensure required LCAP responsibilities for the PAC are completed by the committee.
- f. Work collaboratively with the membership and district personnel.

The Secretary shall:

- a. Be fair and impartial at all times.
- b. Keep minutes of all PAC meetings.
- c. Provide original meeting minutes to SFACE.
- d. Conduct roll call and determine whether a quorum has been established.
- e. Maintain a current attendance roster.
- f. Attend agenda planning meetings.
- g. Ensure required LCAP responsibilities for the PAC are completed by the committee.
- h. Work collaboratively with the membership and district personnel.

The Assistant Secretary shall:

- a. Be fair and impartial at all times.
- b. Assist the Secretary in keeping minutes of all PAC meetings.
- c. Assist the Secretary in providing original meeting minutes to SFACE.
- d. Assist the Secretary in conducting roll call and determining whether a quorum has been established.
- e. Assist the secretary in maintaining a current attendance roster.
- f. Assist with written motion forms.
- g. Be given the opportunity to serve as the Secretary through succession.
- h. Attend agenda planning meetings.
- i. Ensure required LCAP responsibilities for the PAC are completed by the committee.
- j. Work collaboratively with the membership and district personnel.

The Public Relations shall:

- a. Be fair and impartial at all times.
- b. Promote the actions and purpose of the PAC to the public as authorized by the PAC and SFACE.
- c. Attend agenda planning meetings.
- d. Ensure required LCAP responsibilities for the PAC are completed by the committee.
- e. Work collaboratively with the membership and district personnel.

The Parliamentarian shall:

- a. Be fair and impartial at all times.
- b. Announce the list of public speakers.
- c. Assist the Chairperson in ensuring compliance with these Bylaws and that parliamentary procedures are followed to assist the Committee in completing its meeting agenda.
- d. Be knowledgeable about these Bylaws, parliamentary procedure, and the Green Act.
- e. Be allowed to vote, but not to make motions or participate in debate.
- f. Attend agenda planning meetings.
- g. Ensure required LCAP responsibilities for the PAC are completed by the committee.
- h. Work collaboratively with the membership and district personnel.