

OFFICER RESPONSIBILITIES GUIDELINES

Chair:

Set yearly meeting schedule with Principal, attend PTA executive board meetings and be the PTA liaison, attend annual district accountability meeting, review and update the bylaws once during your term, produce the agenda with the principal, convene meetings, inform group about constraints/resources, inquires about the ideas of others, actively participate, develop group leadership, see that meeting follow through occurs, work with the Vice-Chair and Principal to recruit members and attendees

Vice-Chair:

Fill in when Chairperson is not available, clarifies roles with group, focuses group energy, keeps group on agenda timeline, encourages everyone to participate, protects attendees/ideas from attack, contributes to agenda planning, work with the Chairperson and Principal to recruit members and attendees

Secretary:

Maintain membership role, supports Chairperson and Vice-Chair, keep accurate attendance records, keep minutes of meetings: remaining neutral, using basic ideas and participants language, types minutes and distributes to attendees, submit draft minutes to Principal and Chairs for review prior to posting on Kyffin's website, publicize date, time and agenda for meetings on Kyffin's website

Principal:

Attend and participate in all meetings, work actively with Chairperson and Vice-chair to develop agendas and schedule, approve minutes, recruit members and attendees, ensure timely review and solicit input from SAC on accountability matters, including, without limitation, issues related to curriculum, student achievement and performance, safety, school spending and budgeting, and overall learning environment of the school, develop, implement and evaluate a school improvement plan, provide progress updates, status reports, and requested information to SAC in a timely manner and be available to discuss such information, present progress toward school goals, report results, make data and reports available to SAC for review