

PARENT ADVISORY COUNCIL NOMINATION

Dear parents,

The Parent Advisory Council (PAC) Executive Board of Multicultural Magnet School is holding open nominations for the positions of PAC President, Vice-President, Secretary, Bi-lingual secretary and members at large.

If you are interested in nominating yourself or someone else, please fill in the form below and return it to the school by Tuesday, March 12, 2013. The elections will be held on March 14, 2013. If you would like information regarding ways of participating, please call me at 203-338-9097 or 203-576-7505 and ask for Mrs. Elías. Nominees need to be present on the day of elections.

Be advised that an important responsibility of the President and Vice-President is to attend a monthly night meeting for the District, Executive PAC members. Thank you for your participation.

Sincerely,

Mrs. Elías

Duties and Responsibilities

President:

- Chairperson at all meetings of the District/ School Parent Advisory Council, and attend School Governance Council meetings (SGC).
- Chair monthly school PAC meetings at their school and hold Executive board meetings.
- Attend monthly district PAC executive meetings or delegate Vice-President.
- Oversee the PAC finances and all committees except the nominating committee
- Work in conjunction with the Home School Coordinator, staff and administration to promote parent involvement.

Vice- President:

- Assist the President and assume all the duties of the President in the absence of the President.
- Duties may include, monitoring finances, attending School Governance meetings and all Executive Board PAC Meetings.

Secretary:

- The secretary shall record the minutes of all meetings.
- Keep a record of all minutes, committee members and reports of their activities.

Bilingual Secretary:

- The Bilingual Secretary shall work in conjunction with the secretary and translate recordings of all meetings for non-speaking speakers.
- Shall translate recordings of all meetings for non-English speakers.

Executive Board: The Executive Board shall:

- Create standing committees
- Improve the plans of the committees
- Provide orientation and information to new PAC members.
- Report at the regular meetings of the organization.
- Work in conjunction of the SGC to enhance and close the achievement gap and help develop the school initiatives.

