

(Place on School Letterhead)

**Welcome Letter to English Learner Advisory Committee (ELAC) Officers
Confirming their Leadership Role for the School Year**

Dear Ms. / Mr. _____:

On behalf of the families and school staff from _____ Elementary School, we want to congratulate you on your election on (date) to serve as (specific officer role) for the English Learner Advisory Committee (ELAC). As an officer, you will play an important role in supporting our English Learner students and their families. We look forward to your leadership role and contributions to our school community. As the (specific officer role), you play an important role in facilitating successful and productive meetings. Some of the specific responsibilities you will lead for the year include the following:

(Insert for each officer)

Chairperson:

- Preside at all meetings of the ELAC, ensuring all rules and bylaws are followed.
- Read, review, and sign all letters, reports, and other communications of the ELAC.
- Participate in the planning of meeting agendas.
- Have other such duties as prescribed by the ELAC.

Vice-Chairperson:

- Represent the Chairperson in assigned duties.
- Serve as the Chairperson in his or her absence from a meeting.
- Participate in the planning of meeting agendas.

Secretary

- Keep minutes of all meetings of the ELAC.
- Transmit true and correct copies of the minutes.
- Assist in the maintenance of ELAC records.
- Maintain a current roster of ELAC members.
- Participate in the planning of the agenda.

Parliamentarian:

- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about the bylaws of the committee, parliamentary procedure, prescribed Robert's Rules of Order, and the California Open Meeting Law (Greene Act).
- Participate in the planning of the agenda.

Please share your new role with other parents in our school and invite them to attend regularly



scheduled ELAC meetings. We look forward to collaborating with you throughout the course of the year. You are a central part of the success of our English Learner students and families.

With gratitude,

Principal's Signature

Principal Name