

(Place on School Letterhead)

**Welcome Letter to School Site Council (SSC) Officers
Confirming their Leadership Role for the School Year**

Dear Ms. / Mr. _____:

On behalf of the families and school staff from (school name) Elementary School, we want to congratulate you on your election to serve as the (officer position) for the School Site Council (SSC). As an officer, you will play an important role in helping our school administration with planning agendas and inviting parents and other representatives to attend regularly scheduled meetings of the SSC. As the (officer position), you plan an important role to facilitate 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 SSC, ensuring all rules and bylaws are followed.
- Sign all letters, reports, and other communications of the SSC.
- Participates in the planning of meeting agendas.
- Have other such duties as prescribed by the SSC.

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 SSC.
- Transmit true and correct copies of the minutes.
- Assist in the maintenance of SSC records.
- Maintain a current roster of SSC 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.



We look forward to collaborating with you throughout the year. You are a central part of the success of our Title I students and their families.

With gratitude,

Principal's Signature

Principal's Name