



## Community Advisory Committee Officers Position and Duties



All officers must be representatives of the CAC.  
(Alternates are ineligible to hold and officer positions.)

Elected officers will serve a 1-year term and will retain their membership and remain in office until the following year's officers are elected and seated. *In the case of officers whose membership ends before their term of office ends, that officer shall not be eligible to vote on any business before the CAC after their membership ends, but may educate, organize, train, and otherwise assist in the transition from one group of officers to the next.*

| Position           | Duties  |
|--------------------|---|
| <b>Chairperson</b> | <ul style="list-style-type: none"> <li>❖ Preside at all CAC meetings unless, due to absence or conflict of interest, the Vice-Chair is asked to preside in their place.</li> <li>❖ Finalize the CAC's recommendations for the agenda and submit to LAUSD for approval.</li> <li>❖ Maintain fairness and impartiality while conducting CAC business and utilize an objective and impersonal approach, particularly when presiding over divisive issues.</li> <li>❖ Sign all letters, reports, and other communications of the CAC.</li> <li>❖ Provide a brief written and oral report at each CAC meeting.</li> <li>❖ Serve as the representative of the CAC to the LAUSD Board of Education when applicable.</li> <li>❖ Serve as an <i>ex officio</i> member of all standing and ad-hoc committees.</li> <li>❖ Chair the Executive Committee.</li> <li>❖ Be responsible for overseeing the activation or re-activation of any subcommittee, including appointment of the subcommittees' Chairpersons. For subcommittees that have a different officer designated as the party responsible for activating and presiding over selection of the subcommittee Chair, the Chair shall work in concert with that officer.</li> <li>❖ Vote on business before the CAC, but only after all other members have voted in order to avoid undue influence.</li> </ul> |



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|-------------------------|---|
| <b>Vice-Chairperson</b> | <ul style="list-style-type: none"> <li>❖ Represent the Chairperson in his/her absence or in assigned duties as prescribed by LAUSD.</li> <li>❖ Assist with written motion forms.</li> <li>❖ Serve as the Chairperson through succession if the Chairperson is no longer able to serve, and if the Vice-Chairperson accepts the position. If not, an election for Chairperson will occur. Note that a Vice-Chairperson who does not fulfill of all the requirements for running for Chairperson may nevertheless fill the office in the Chairperson's absence or through succession.</li> <li>❖ Assist the secretary as needed.</li> <li>❖ Along with the Chair, be responsible for activating and presiding over the selection of the Chair of the Planning, Monitoring, and Evaluation Committee. May Chair the Planning, Monitoring, and Evaluation Committee.</li> </ul> |
| <b>Secretary</b>        | <ul style="list-style-type: none"> <li>❖ Keep minutes of all meetings of the CAC.</li> <li>❖ Provide the original meeting minutes to LAUSD.</li> <li>❖ Conduct roll call to establish quorum and conduct roll call for voting.</li> <li>❖ Maintain a current attendance roster.</li> <li>❖ Serve in supporting leadership roles as needed in any of the Standing Committees. May serve as Chair of any subcommittee if selected or elected to do so.</li> </ul>   |



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| <b>Training and<br/>Education Officer</b> | <ul style="list-style-type: none"> <li>❖ Keep a record of all CAC training sessions. The record shall include the substance of the training as well as the manner in which it was carried out. Any presentation materials used must also be preserved.</li> <li>❖ Gather feedback from CAC members after every training session. Pass the information on to PCS.</li> <li>❖ Work collaboratively with PCS to plan and improve training sessions for CAC members.</li> <li>❖ Along with the Chair, be responsible for activating and presiding over the selection of the Chair of the Training and Education Committee. May serve as Chair of the Training and Education Committee.</li> </ul>   |
| <b>Parliamentarian<br/>and Historian</b>  | <ul style="list-style-type: none"> <li>❖ Assist the Chairperson in ensuring all rules and Bylaws are followed. Make rulings on proper procedure when asked to do so by the Chairperson.</li> <li>❖ Be knowledgeable about CAC Bylaws and parliamentary procedure as set forth in Robert's Rules of Order, as well as California Education Code and the Brown Act.</li> <li>❖ Assist with comments and questions by members and the public. Assist with the attendance roster.</li> <li>❖ Announce public comment on the agenda.</li> <li>❖ Conduct and keep a record of exit interviews with outgoing members. During the interview, the Historian shall invite the outgoing member to share:             <ul style="list-style-type: none"> <li>• The most important accomplishments of the CAC during their tenure.</li> <li>• The priorities they would like addressed in the following year.</li> <li>• Their opinion of which practices should continue and which should be amended.</li> <li>• Their fondest memories and greatest challenges while serving on the CAC.</li> </ul> </li> <li>❖ Along with the Chair, be responsible for activating and presiding over the selection of the Chair of the Bylaws Committee. May serve as Chair of the Bylaws Committee.</li> <li>❖ Not be eligible to vote due to the need for neutrality.</li> </ul> |



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|---------------------------------|--|
| <b>Public Relations Officer</b> | <ul style="list-style-type: none"> <li>❖ Promote the actions and purpose of the CAC to the public.</li> <li>❖ Represent the opinions of the CAC when authorized by the District.</li> <li>❖ Assist committee members and guests with questions and concerns.</li> <li>❖ Lead recruitment efforts.</li> <li>❖ Give a written or oral report on activities.</li> <li>❖ Along with the Chair, be responsible for activating and presiding over the selection of the Chair of the Parent Ambassadors Committee. May serve as Chair of the Parent Ambassadors Committee.</li> </ul> |
| <b>Student Representative</b>   | <ul style="list-style-type: none"> <li>❖ Speak with other student members about their experiences with special education in LAUSD and serving on the CAC.</li> <li>❖ Report to the officers on the experiences and perspectives of other students receiving special education services.</li> </ul>   |