



Community Advisory Committee  
Officers' Role and Responsibilities  
2017-2018

**The Chairperson shall:**

- a. Be a parent of a pupil with exceptional needs or disabilities currently enrolled in public or private schools within the LAUSD including District- contracted non-public school placements and District-contracted charter schools participating in the local plan.
- b. Preside at all the CAC meetings
- c. Sign all letters, reports and other communication of the CAC
- d. Plan the agenda in collaboration with the CAC officers and PCS staff and/or the Division of Special Education
- e. Be fair and impartial at all times. The Chairperson will maintain a position of impartiality and help to preserve an objective and impersonal approach, especially when serious divisions of opinion arise.
- f. Perform additional duties appropriate to the Chairperson position
- g. Acknowledge participation in the development of the local plan on behalf of the CAC

**The Vice-Chairperson shall:**

- a. Be a parent of a pupil with exceptional needs or disabilities currently enrolled in public or private schools within the LAUSD including District- contracted non-public school placements and District-contracted charter schools participating in the local plan
- b. Act as the Chairperson or in assigned duties in the absence of the Chairperson (see Chairperson's duties above).
- c. Plan the agenda in collaboration with the CAC officers, PCS and/or the Division of Special Education

**The Secretary shall:**

- a. Conduct roll call to establish quorum at all meetings
- b. Submit original minutes of all regular and special meetings of the CAC to PCS within two weeks of the prior meeting for translation and duplication
- c. Plan the agenda in collaboration with the CAC officers, PCS and/or the Division of Special Education
- d. Assist the Chairperson as needed

**The Parliamentarian shall:**

- a. Be knowledgeable about bylaws of the committee, parliamentary procedure, Robert's Rules of Order, the Brown Act and to the LAUSD's Operating Norms and Code of Conduct for Advisory Committees and School Site Councils.
- b. Assist the Chairperson in ensuring all rules and bylaws are followed
- c. Plan the agenda in collaboration with the CAC officers, PCS and/or the Division of Special Education

**The Public Relations Officer shall:**

- a. Announce public comment on the agenda
- b. Promote the actions and purpose of the CAC to the public
- c. Represent the opinions of the CAC when authorized by the District