



Los Angeles Unified School District
Office of Parent and Community Services
Parent Advisory Committee

PAC OFFICERS' ROLES AND RESPONSIBILITIES

Chairperson:

- Be fair and impartial at all times.
- Preside over all PAC meetings.
- Announce to all members the date, time and location for the subsequent PAC and Agenda planning meetings.
- Sign letters, reports, and other communications as requested of the committee.
- Perform additional duties appropriate to the Chairperson position.
- Provide a written and oral report.
- Serve as the representative of the PAC on the Board of Education committee as applicable
- Provide a draft of the LCAP Comment presentation to the committee for discussion and feedback prior to presenting to the Board of Education.

Vice- Chairperson:

- Be fair and impartial.
- Be given the opportunity to serve as Chairperson through succession.
- Represent the Chairperson in his/her absence and performed additional assigned duties as prescribed by Chairperson.

Secretary:

- Be fair and impartial.
- Keep minutes of all meetings of the PAC.
- Provide the original meeting minutes to the PCS staff.
- Conduct roll call and establish quorum.
- Maintain a current attendance roster.

Assistant Secretary:

- Be fair and impartial.
- Assist the secretary to keep minutes of all meetings of the PAC.
- Assist in providing the original meeting minutes to the PCS staff.
- Assist the secretary to conduct roll call and establish quorum.
- Assist the secretary to maintain a current attendance roster.
- Assist with written motion forms
- Be given the opportunity to serve as secretary through succession.

Parliamentarian:

- Be fair and impartial.
- Announce the list of public speakers during public comment.
- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about bylaws of the committee, parliamentary procedures and the Greene Act.
- Be allowed to vote, but not to make motions or participate in debate.

Public Relations Officer:

- Be fair and impartial at all times.
- Promote the actions and purpose of the PAC to the public when authorized by PAC and PCS.