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

Vice- Chairperson:
- Be fair and impartial.
- Be given the opportunity to serve as Chairperson through succession.
- Represent the Chairperson in his/her absence or in assigned duties as prescribed by Chairperson.
- Assist the Secretary as needed.
- Assist with written motion forms.

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.

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.
- Does not participate in making motions or voting on any question, may participate in the debate.

Public Relations Officer:
- Be fair and impartial at all times.
- Promote the actions and purpose of the PAC to the public.
- Represent the opinions of the PAC when authorized by PAC.