

Parent Advisory Committee (PAC) Roles and Responsibilities

At Nelson Mandela Elementary, we have always valued the input of our families-this is true now more than ever as we navigate these strange times. Therefore, the PAC will look different for the 2020-2021 school year. We would like the committee to be led by the families, with elected members in its leadership roles. The administration will still be involved in the committee, but in more of an advisory role. If you are interested in being a member of the committee or in a leadership role, please fill out the following survey.

https://docs.google.com/forms/d/e/1FAIpQLSc14IS0Gp4_P05ZK2txDb-vowWTSxB7Z_t9zpz9NtAYobw6YQ/viewform?usp=sf_link

Following the closure of the survey, an additional form will be sent out with the opportunity to vote for who will fill the leadership roles. View the responsibilities of each role below:

President

The president of the PAC will be responsible for the following:

- Leading monthly meetings
- Creating the agenda for each meeting and getting it approved by admin
- Organizing necessary subcommittees to plan events

Vice President

The vice president of the PAC will be responsible for the following:

- Assisting in leading the monthly meetings and stepping in if the president is unable to meet
- Attending subcommittee meetings and reporting back to the president
- Scheduling/Managing all PAC-related meetings

Secretary

The secretary of the PAC will be responsible for the following:

- Taking minutes at each meeting
- Sending edited/proofed minutes to a member of the admin team within 7 days of each meeting

Treasurer

The treasurer of the PAC will be responsible for the following:

- Keeping track of any financial requests from the committee
- Communicate with the admin team any financial needs of the committee to execute planned events

Committee Member

The committee member of the PAC will be responsible for the following:

- Attending all monthly meetings
- Providing honest feedback about agenda items
- Being a connection between the other parents in the classroom and the PAC
- Participating in a minimum of 2 PAC led events per year
 - Including but not limited to: Teacher Appreciation, the Talent Show

NME Administration

NME Admin will be responsible for the following:

- Regularly communicating with the president about agenda items
- Communicating with the treasurer about the committees financial needs
- At least one admin member (or a representative) will attend each meeting