



DELAC OFFICERS' ROLES AND RESPONSIBILITIES

Chairperson:

- Plan the agenda with the staff of PCS before the meeting.
- Be fair and impartial at all times.
- Preside over all DELAC meetings.
- Finalize the DELAC recommendations for the agenda and submit to PCS for approval.
- 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.
- Represent the DELAC in all meetings or Board of Education subcommittees, where DELAC has been required or requested to participate.
- Be involved and engaged in all meetings.

Vice-Chairperson:

- Plan the agenda with the staff of PCS before the meeting.
- Be fair and impartial at all times.
- Represent the Chairperson in his/her absence or in assigned duties as prescribed by PCS.
- Assist the Secretary as needed.
- Assist with the written motion forms.
- Be involved and engaged in all meetings.

Secretary:

- Plan the agenda with staff of PCS before the meeting.
- Be fair and impartial at all times.
- Keep minutes of all meetings of the DELAC including agenda planning meetings.
- Provide the original meeting minutes to the PCS staff.
- Conduct roll call and establish quorum.
- Maintain a current attendance roster.
- Be involved and engaged in all meetings.

Parliamentarian:

- Plan the agenda with the staff of PCS before the meeting.
- Be fair and impartial at all times.
- Announce public comment.
- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about bylaws of the committee, parliamentary procedures as prescribed by PCS, and the Greene Act.
- Abstain from voting, as prescribed in Parliamentary procedures.
- Direct, along with the Chairperson, the question procedures.
- Be involved and engaged in all meetings.

Public Relations Officer:

- Plan the agenda with the staff of PCS before the meeting.
- Be fair and impartial at all times.
- Promote the actions and purpose of the DELAC to the public.
- Represent the opinions of the DELAC when authorized by the District.
- Assist committee members and guests.
- Be involved and engaged in all meetings.