

**Tewksbury Special Education Parent Advisory Council (TSE PAC)  
Board Position Job Descriptions**

(You do not have to be a parent of a special needs child to be a Sped Pac Board member)

The following are Board of Director positions for the TSE PAC aka Sped PAC. All five positions are elected by membership and require a minimum one-year commitment. *(For full descriptions and ballots, contact Carolyn Dvorak at 978-851-7004)* Ballots must be postmarked April 25, 2008. Elections will be held May 19, 2008, 7 pm at the Ryan School Library.

**Chair**

- Will preside over and set the agenda for monthly Sped PAC and Board meetings and other meetings as needed.
- Will act as representative at fundraising opportunities, Town Wide PAC meetings, informational events, Special Education Sub-Committee, School Committee meetings and others as needed
- Will ensure that the Sped PAC is kept in compliance with the “Open Meeting Law” guidelines and regulations as required by the State and/or other agencies. In collaboration with Secretary.
- Update and maintain By-laws and other necessary documentation as necessary.
- Establish and maintain friendly and cooperative relations with local and state government officials.
- As a TSEPAC Board member, professionalism and cooperation is essential to working with other board members such as the Vice-Chairs, Secretary, Treasurer and Member-at-large and all sub-committee heads.

**Vice-Chair**

- Will preside over and set the agenda for monthly Sped PAC and Board meetings and other meetings in the absence of the Chair.
- Recommend the organization of; and monitor the function of all sub-committees.
- Will act as representative at fundraising opportunities, Town Wide PAC meetings, informational events, Special Education Sub-Committee, School Committee meetings and other such events in the absence of the Chair.
- Will act as a liaison with the System Wide Team Chairperson and/or Special Education Coordinator or delegate a liaison.
- Vice-Chair will ensure collaboration with the Special Education Department and The Federation for Children with Special Needs in order to present the mandatory yearly *Basic Rights Workshop*
- Will ensure that the Sped PAC is kept in compliance with the “Open Meeting Law” guidelines and regulations as required by the State and/or other agencies. In collaboration with Secretary.
- As TSEPAC Board Member, professionalism and cooperation is essential to working with other board members such as the Chair, Secretary, Treasurer and Member-at-large.

**Secretary (1)**

- Coordinate all board-approved communication between the Sped PAC and its membership.
- Sped PAC meetings: Type, print and distribute agenda, sign-in sheets record meeting minutes and file with Town Clerk in accordance to the Open Meeting Law guidelines and regulations.
- Coordinate the recording, approval and filing of minutes of the all Sped PAC sub-committees.
- Collect and review all correspondence of the Special Education Advisory Council.
- Prepare periodic reports for the Special Education Administration or School Committee regarding Sped PAC activities, programs and needs.
- Assist with maintenance of the Parent Resource Library
- As TSEPAC Board Member, professionalism and cooperation is essential to working with other board members such as the Chair, Vice-Chair, Treasurer and Member-at-large.

**Treasurer (1)**

- Manage and account for in-coming monies collected for or donated to the Sped PAC.
- Manage and account for out-going monies spent or donated by the Sped PAC.
- Ready and submit financial reports for Sped PAC and Board meetings.
- Coordinate and/or be kept apprised of efforts to apply for grants, donations, reimbursements or any other funds for which the Special Education Parent Advisory Council (Sped PAC) may be eligible.
- Coordinate the maintenance and collection of monies during all fundraising activities.
- Ensure Sped PAC is kept in compliance with all local and federal guidelines and regulations.
- Ready documents for Accountant and Auditor to complete Tax preparation and bi-annual audits.
- As TSEPAC Board Member, professionalism and cooperation is essential to working with other board members such as the Chair, Vice-chairs, secretary and Member-at-large.

**Member-at-Large**

- Oversee all subcommittees. Reporting their activities to the Board and membership.
- Oversee permits and financial commitments of all PAC related events and fundraisers.
- In charge of internal communications.
- Work with the Publicist and Internet Services Coordinator to ensure timely promotion of Board approved PAC events.
- Work with the Workshop/Seminar Coordinator to ensure annual and mandatory seminars are scheduled and held.
- As a TSEPAC Board Member, professionalism and cooperation is essential to working with other board members such as the Chair, Vice-Chair Secretary, and Treasurer.

(You do not have to be a parent of a special needs child to be a Sped Pac Board member)