



Grants Pass School District No. 7

Parent Advisory Council Chair Responsibilities

“We will provide an education that encourages all students to reach their potential and to become responsible, productive citizens.”

Parent Advisory Council Chair:

At the first scheduled meeting of the school-year, the Council will elect one of its members to serve as Chairperson and one to serve as Vice-chair. The Chair will preside at all meetings in an agreed upon collaborative process. The Curriculum Director will prepare the agenda and all handouts for each meeting. The Director will meet with the Chair prior to each council meeting to review the agenda and provide background information. The Chair is invited to participate in setting the agenda and should meet with the Director to request placing items on the agenda.

Meeting protocol:

1. Call the meeting to order at 9:00 am.
2. Welcome Council and introduce guests (if any)
3. Review Agenda items. Ask if there are any additions.
4. Approval of minutes: The second agenda item will always be approval of the minutes from the previous meeting. Ask if the Council has had an opportunity to review the minutes of the previous meeting and inquire whether there are any additions or corrections. If there are corrections, please note those and call for motion to approve minutes with the corrections notes. If there are none, call for a motion to approve as presented.
Example:
 - a. “Do I have a motion to “approve the September minutes?”
 - b. “Is there a second?”
 - c. “Any further discussion or questions?”
 - d. “All in favor say, “YES.”
 - e. Any opposed, “No.”
 - f. “The motion is (carried or not carried)” depending on the vote.
5. Facilitate the presentation of all agenda items
6. Bring meeting to a close at 10:30, noting date and time of next meeting.

Vice-Chair Responsibilities

In the absence of the Chair, the vice-chair will perform the duties of the Chair.