

# COMMONWEALTH ELEMENTARY SCHOOL

2017-2018

## RESPONSIBILITIES FOR ELAC OFFICERS

### **The chairperson shall:**

- Preside at all meeting of the ELAC
- Help in preparation of agendas
- Sign all letters, reports, minutes, and other communications of the ELAC.
- Assume other such duties as assigned

### **The vice-chairperson shall:**

- Represent the chairperson or the ELAC in assigned duties
- Substitute for the chairperson in his or her absence

### **The secretary shall:**

- Notify each member at least 72 hours before each meeting
- Keep minutes of all regular and special meeting of the ELAC
- Promptly transmit to each of the ELAC members copies of the minutes of ELAC meetings
- Maintain a list of the address, phone number, and term of office of each ELAC member
- Perform such duties that are assigned by the chairperson

### **The DELAC representative shall:**

- Attend all DELAC meetings
- Receive input from the ELAC and share the information with the DELAC
- Provide the ELAC with information from the DELAC meetings

### **The DELAC alternate shall:**

- Attend DELAC meetings when representative can't attend
- Provide the ELAC with information from the DELAC meetings