

SOUTH AREA ADVISORY COUNCIL OFFICER OVERVIEW OF RESPONSIBILITIES

Chairperson

Preside at meetings of the South Area Advisory Council
Sign all letters, reports and other South Area Advisory Council communications
Ex-officio member of all committees, except the Nomination Committee
Perform all duties incident to the Office of Chairperson and any other duties as from time to time may be assigned to him/her by the South Area Advisory Council.
Represent the South Area Advisory Council at the District Advisory Council meetings
Co-sign on all disbursements of funds
Shall not be a BCSB employee in the South Area
Shall be a parent with a child/children in school within the South Area

Vice-Chairpersons: Elementary Vice Chair and Secondary Vice Chair

Preside at meetings of the South Area Council in the absence of the Chairperson
Represent the Chairperson in assigned duties.
Perform such duties as may be assigned to him/her by the Chairperson of the South Area Advisory Council.
Shall not be a BCSB employee in the South Area.
Shall be a parent with a child/children in school within the South Area.
Members of the Executive Board.

Recording Secretary

Keep minutes of all meetings, both General and Steering meetings, as well as any special meetings, and transcribe them in a timely manner.
Provide copies of the minutes for all members and to other such persons as the Council may direct.
Keep a record of all Council members.
Be responsible for a roll call vote as deemed necessary by the Chairperson of the Council.
Custodian of all committee reports and correspondence.
Member of the Executive Board.

Corresponding Secretary

Prepare correspondence as necessary.

Responsible for notices as required by the bylaws, including meeting notices and notices of membership termination.

Other duties as delegated by the Chairperson or the Council.

Be a member of the Executive Board.

Communications Chair

Assist the Chair with communication and outreach to the South Area.

Maintain the South Area Advisory Council Website.

Member of the Executive Board.

OVERVIEW OF DUTIES AND ELIGIBILITY FOR REPRESENTATIVES TO THE DISTRICT ADVISORY COUNCIL

Parent at Large

This parent shall attend the monthly general District Advisory Council general meetings.

This representative must have a student enrolled in the South Area.

Elementary School Parent Representatives

These two parents shall attend the monthly District Advisory Council general meetings.

Must have an Elementary School student.

Attend and report back to the South Area general body any timely, pertinent information received from the corresponding council.

Middle School Parent Representatives

These two parents shall attend the monthly District Advisory Council general meetings.

Must have a Middle School student.

Attend and report back to the South Area general body any timely, pertinent information received from the corresponding council.

High School Parent Representatives

These two parents shall attend the monthly District Advisory Council general meeting.

Must have a High School student.

Attend and report back to the South Area general body any timely, pertinent information received from the corresponding council.

Citizen at Large

From the South Area Community.

Shall not have any children enrolled in grades K-12 in the Broward County Public School System

Shall represent the citizens of the South Area and attend the monthly District Advisory Council general meetings

Shall not be employed* by the Broward County School Board.

Business Representative

From the South Area Community.

Shall not be employed* by the Broward County School Board

Shall attend the monthly District Advisory Council general meetings.

Legislative Representative

From the South Area Community.

Shall not be employed* by the Broward County School Board

Attend the monthly District Advisory general meeting.

Keep the South Area apprised of any pending legislative issues that will affect education.

Facilities Representative

From the South Area Community.

Shall not be employed* by the Broward County School Board

Attend the monthly District Advisory Council general meetings.

This representative shall sit on the Facilitates Task Force as South Area's representative and report back to the group any pertinent information.

Teacher Representative

Shall be a teacher employed by the Broward County School District

Attend monthly District Advisory Council general meetings.