

Chairperson

The chairperson shall be responsible for conducting the business of the Match Special Education Parent Advisory Council. This role and its duties may be shared between two people.

The responsibilities of the Chairperson are to:

1. With support from the Special Education Director and/or Coordinator, prepare the agenda for the Council meetings.
2. Act as a liaison between the Match Special Education Parent Advisory Council and Match Charter Public School.
3. Call and preside at all meetings of the Match Special Education Parent Advisory Council.
4. Facilitate quarterly meetings
5. Annually request a review of the Bylaws

Secretary

1. Coordinate communication between SEPAC and its membership
2. Manage attendance lists
3. Coordinate the recording, filing and posting of minutes of the SEPAC and its committees
4. Collect and review correspondence of the SEPAC

Treasurer

The responsibilities of the treasurer are to:

1. Keep track of all money and accounts from fundraising or other sources.
2. Create and keep website and social media pages up to date.

If you are interested in a position, please contact Dan Turco at dan.turco@matchschool.org