

## School Advisory Council Secretary—Roles and Responsibilities

Thank you for agreeing to serve as the School Advisory Council Secretary! This important role has many responsibilities, and each of those is discussed below. In order to help you in your role, various materials have been placed on the district's School Advisory Council web page which can be found at the following address: <http://www.okaloosaschools.com/district/SAC>. Please feel free to visit the website and browse the links, especially the one entitled, *Resources for SAC Secretaries*.

### **Roles of the SAC Secretary:**

- **Keeps accurate, complete minutes and file them for inspection by members. A copy of the minutes should be provided to the principal for the school file. A copy of the minutes and agenda must also be kept on file in the Office of Curriculum and Instruction. An example is provided online in the Resources for SAC Secretaries.**
- **Keeps accurate records of council membership, attendance, duties and special assignments.**
- **Prepares copies of the agenda and distributes to council members, along with minutes of the last meeting.**

As part of your responsibilities, please be sure to provide the Office of Curriculum and Instruction with copies and/or original documents by the due dates listed below:

- List of meeting dates for 2016-2017 (this can be faxed or e-mailed)—**by September 26, 2016**
- Signed (by principal and SAC Chair) and dated copy of SAC Bylaws (Email copy)—**by September 26, 2016**
- Signed **ORIGINAL** MIS 1411 membership form (Email a copy; courier original) **Must be received by Curriculum on or before September 30, 2016.**
- Agenda for each meeting (**CC Linda as part of the process to send notice of intent to meet**)
- Approved minutes for each meeting (**send via email within five business days after meeting has concluded and again after approved**)
- If a meeting is cancelled, please include Linda in the distribution of email to make notification to SAC members.

Finally, we are here to help you in your new role as secretary. Please feel free to contact Denise McLaughlin, district School Advisory Council Point of Contact, or Linda Pinkert, district School Advisory Council Process Manager. In order to keep informed of your school council's events, we respectfully request to be included on your SAC email distribution list:

- [denise.mclaughlin@mail.okaloosa.k12.fl.us](mailto:denise.mclaughlin@mail.okaloosa.k12.fl.us)
- [pinkertl@mail.okaloosa.k12.fl.us](mailto:pinkertl@mail.okaloosa.k12.fl.us)

### **Documents found under *Resources for SAC Secretaries* link**

- SAC Minutes Requirements
  - Agenda Sample
- Template SAC Minutes