

Foreign Language Academy School Advisory Committee (SAC)

2012-13

SAC Interest and Officer Nomination Form

Name _____

Contact phone number _____

Contact email address _____

Student's name and grade level _____

Relationship to student _____

Status: **P – Parent FM – Family Member C – Community Sc – Scholar S - Staff**

Serving as an Officer: Checking a position here serves as a nomination for that position for the 2012-13 school year. Forms may be submitted to the office or via FLAshines@gmail.com

Elections will be held at the April 10th SAC meeting.

_____ **Chairperson**

1. Responsible to the membership for carrying out the purposes of the FLA SAC.
2. Presides at all meetings of the FLA SAC and may sign all letters, reports, certifications and other communications of the FLA SAC.
3. Performs all duties pertinent to the office of the chairperson as prescribed by the FLA SAC bylaws.
4. Keeps the membership informed of the activities of the committee officers and other acting in the name of the FLA SAC.
5. Appoint and/or create special committees as necessary subject to Executive Committee vote.
6. Responsible for ensuring the basic functions of the FLA SAC are carried out and information is disseminated in a timely manner.
7. May call a meeting of the Executive Committee at any time deemed necessary, and must call such meetings upon a written request of a quorum.
8. Responsible for final reports, correspondence, certifications, and other communications and other duties as required by the office.

_____ **Vice-Chairperson**

1. Responsible to the Chairperson, and carries out those duties delegated by the Chairperson.
2. If the Chairperson is unable to carry out the duties of office due for any reason, the Vice Chairperson assumes the duties and responsibilities of the Chairperson.
3. Serves as the ex-officio member of all committees.

_____ **Recording Secretary**

1. Keeps or causes to be kept the minutes of the meetings, both regular and special, of the FLA SAC.
2. Serves as the custodian of the FLA SAC's records and minutes and in general performs all the duties pertinent to the office of recording secretary.
3. Keep accurate records of all FLA SAC activities and makes them available to the membership at all times.
4. Assumes the duties and responsibilities of the Chairperson in the absence of the Chairperson and Vice Chairperson.
5. Keeps or causes to be kept proper official records for two years on file and accessible.

_____ **Corresponding Secretary**

1. Responsible for assuring pertinent documents, dates and follow-up information is disseminated to the membership.
2. Distributes a true and correct copy of the minutes of each general and special meeting.
3. Responsible for recording all correspondence submitted to the FLA SAC, and keeps a file of all replies, and communicates via appropriate means to members when necessary as directed by the Chairperson.

_____ **Parliamentarian**

1. Responsible for advising the Chairperson on matters of parliamentary procedures according to Roberts Rules of Order.
2. Maintains the bylaws and chairs the bylaws committee.
3. Attends all meetings and provides advice on parliamentary procedures, and when called upon shall instruct the Executive Committee.
4. Shall be entitled to all rights and privileges of membership including the right to make motions, debate and vote.

_____ **District Advisory Committee Representative**

1. Responsible for attending and participating in all District Advisory Committee meetings, or designating a representative in their absence.
2. Responsible for reporting information back to the SAC.

_____ **Title I Representative**

1. Responsible for attending and participating in all District Title I Committee meetings, or designating a representative in their absence.
2. Responsible for reporting information back to the SAC.

_____ **Recruitment Chair**

1. Responsible for organizing Fall and Spring Kindergarten recruitment events.

_____ **Member-at-large**

1. To serve as a member of the Executive Committee.P
2. Perform duties as assigned by the FLA SAC Chairperson.