

TPAC Roles and Responsibilities

Article V. Officers, Duties

1. Chairperson: This elected position will be filled by a parent. The duties are as follows:
 2. Preside over meetings and work with the Vice Chairperson in planning and directing the business of TPAC.
 3. Review with the Vice Chairperson the planning and preparing of the yearly and monthly agenda.
 4. Send the agenda to members and publish the agenda on the GES website one week prior to the meeting.
 5. Appoint committees and serves as an ex-officio member.
 6. Serve as the member-at-large for families of students with no other formal representation.
-
1. Vice Chairperson: This elected position will be filled by a staff member. The duties are as follows:
 2. Exercise all functions in the absence of the Chairperson.
 3. Maintain a roster of the membership with the phone numbers and addresses.
 4. Create a phone tree and provide each member with a copy.
 5. Review with the Chairperson the planning and preparing of the yearly and monthly agenda.
 6. Timekeeper.
-
1. Secretary: This elected position will be open to any member. The duties are as follows:
 2. Keep full and accurate records of the proceedings of all TPAC meetings.
 3. Keep a written list of attendees at each TPAC meeting.
 4. Within two weeks after each TPAC meeting, provide the minutes of the previous TPAC meeting to the group for review and approval at next meeting
 5. Upon approval of the minutes, ensure the TPAC minutes are uploaded to the GES Website in a timely manner.

6. Make sure the TPAC notebook in the office has a copy of the minutes and is up to date.
 7. Prepares official correspondence.
-
1. Superintendent Advisory Council Representative: This position will be open to any member. There must be an alternate. The duties are as follows:
 2. Attend the monthly Prince William Superintendent Advisory Council meetings to represent Glenkirk Elementary.
 3. Report to TPAC news from the Superintendent Advisory Council meetings.

TPAC Representative Duties:

1. Summary of the TPAC Representative role
2. TPAC representatives advise the school administration on the development and implementation of the school plan representing their constituent's opinions and ideas.
3. TPAC Members have an obligation to communicate proactively with those individuals they represent and to gather feedback from their groups to help them be effective advisors.
4. TPAC Members names and email contacts will be published on the Glenkirk Elementary website in the TPAC section and will be in the TPAC Notebook located in the office. If a TPAC member does not want to publish a personal email, he/she may set up a special email for the sole purpose of TPAC communication.
5. TPAC members must contact the Chairperson with at least 1 days notice if he/she cannot attend a regular meeting.
6. TPAC members encourage their constituents to attend TPAC meetings.