



## Chancellor's Parent Advisory Council (CPAC)

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# PA/PTA Best Practices: Roles and Responsibilities of Presidents' Council Presidents

### Duties of the Presidents' Council President (and Executive Board) toward the Presidents' Council Membership

- Works to represent all parents in the district or borough.
- Be inclusive, not exclusive!
- Works with FACE and Family Leadership Coordinators to obtain a complete list of PA/PTA presidents with email addresses in your district or borough. Determine the best mode of communication (some presidents' councils send out their own emails, others rely on their FLCs).
- Have an email address for your council where members can contact you.
- Consider creating a website.
- Informs parents of the schedule of Presidents' Council meetings.
- Presides over all meetings of both the presidents' council and the executive board.
- Conducts outreach to determine needs and interest of the council.
- Invites guest speakers to Presidents' Council meetings on topics of interest to parents.
- Works with superintendents to resolve parental concerns and issues.
- Conducts a review of the bylaws to assess whether they exist, are up-to-date, and reflect how the Presidents' Council actually operates. A complete review is required every three years. Electronic copies of bylaws are preferred and should be readily available to members.
- Notifies parents months in advance when Presidents' Council elections will take place – well in advance of the required 10-days notice.
- Assists with the transfer of records to the incoming Executive Board, including financial records (if applicable) as well as all passwords to email accounts or websites.

### Duties of the Presidents' Council President toward the Executive Board

- Delegates responsibility to ensure meaningful participation by parent leaders in council activities. Support your parent leadership – but remember, parents are volunteers so always appreciate their help!
- Works with the Executive Board to set the agenda for membership and executive board meetings.
- Ensures minutes are completed, approved, and distributed for each council meeting.
- Serves as an ex-officio member of all committees (except the nominating committee).

### Financial Responsibilities of the Presidents' Council President:

- Is usually one of the signatories on Presidents' Council checks, if applicable, but cannot sign checks to him/herself.
- Works with the treasurer to ensure that all financial reporting is completed accurately and on time.

- If applicable, works with treasurer and Executive Board to develop a budget for the following year, to be approved at the May or June council meeting.

#### Duties of the Presidents Council President toward their membership

- Passes along information from the superintendent, CPAC, FACE and others that might be of interest to the membership.
- May conduct PA/PTA elections at new schools, schools in need of assistance, and elections following a grievance.
- Along with Executive Board or Grievance Committee, may work with school PAs and PTAs to resolve internal disputes, and may work with FACE and FLCs to help resolve election disputes.

#### Mandatory Memberships of the Presidents' Council President

- Chancellor's Parent Advisory Council
  - Serves as district or borough (for high schools) representative to CPAC or ensures that the council approves a designee to CPAC if the president cannot consistently attend. Ensures that the council notifies CPAC of the name and email address of the council's voting member on CPAC.
  - Serves as liaison, informing the council of discussions and decisions taken by CPAC while taking concerns of parents to CPAC
  - Distributes CPAC Highlights and other emails forwarded by CPAC to Presidents' Council members.
  - Participates actively!!! Joins committees and focus groups! Represents the concerns of their council!
- District Leadership Team
  - Serves as Presidents' Council representative to the DLT. High School Presidents' Council presidents serve on all district DLTs in their borough.
  - MUST designate someone to regularly attend DLT meetings if he/she cannot consistently attend.
  - Serves as liaison, informing the council of discussions and decisions taken by the DLT while taking concerns of parents to the DLT.
- High School Subcommittee (High School Presidents' Council Presidents only)
  - Serves as Presidents' Council representative to the High School Subcommittee.
  - MUST designate someone to regularly attend the High School Subcommittee meetings if he/she cannot consistently attend.
  - Serves as a liaison, informing both the Presidents' Council and the DLTs of discussions and decisions taken by the High School Subcommittee while taking concerns of the council to the High School Subcommittee.

#### Responsibility of Presidents' Council Presidents toward CECs and Citywide Education Councils

- Presidents' Council Presidents are NOT required to attend any CEC or Citywide Education Council meetings, although Presidents' Councils should consider inviting CEC/Citywide Education Council members to Presidents' Council meetings to ensure the CEC/Citywide Education Council members have the opportunity to hold meaningful discussion on topics of interest to the Presidents' Council membership and CEC/Citywide Education Council members.
- Coordinates with FACE on education council candidate forums ahead of biennial CEC and Citywide Education Council elections.
  - Urge your PA/PTA selectors to attend the forum, get to know the candidates, and VOTE!