

## Roles and Responsibilities of the President's Councils

### Key Points: Chancellor Regulation A-660 Section II (Page 30)

1. Presidents' Councils are independent parent leadership Organizations.
  - a. All Presidents' Councils (and PA/PTAs) must comply with Chancellor's Regulation A-660. (No exceptions).
  - b. Provide assistance to PA/PTAs in the district.
  - c. Must comply with all laws, policies rules and regulations that pertain to the organization.
  - d. Function in a way that respects the rights of students, parents, and staff.
  - e. **Must have bylaws that establish a formal structure. (Current and up to date).**
2. The election of officers
  - a. Term of Office is one year, from July 1 – June 30
  - b. President Council Election should be held by June 30 but no later than September 30.
  - c. Only the duly elected President/co-president or Presidents' Council representative (for the upcoming year) is eligible to run for an officer position.
3. Constituents must be notified at least ten calendar days before the election.
  - a. Notice must include date, time, location, positions available, statement of expedited election, term limits (if there are limits listed in the bylaws), meeting format, and date notice is distributed.
  - b. Elections cannot be conducted in a hybrid format.
  - c. All elections must be certified by the Superintendent or designee. (Certification form)
  - d. Complete the certification form with officer contact information.
  - e. Share contact information with members.
  - f. Submit copy of certification to FACE and CPAC
4. Officer responsibilities:
  - a. Make sure your bylaws are up to date, if they have not been updating – put that on your agenda as the first order of business for the year.
  - b. Schedule and hold your monthly meetings.
  - c. Make sure you are providing correct information to your members.
  - d. Give an opportunity to your superintendents to provide information to your members.
  - e. Pass on information timely to your members.
    - i. Let them know about district and citywide initiatives.
    - ii. Have guest speakers of interest to the community present at your meetings.
  - f. Maintain your records – so that they can be passed onto your successors when the time comes, (hold on to records for at least 6 years)
  - g. Meet quarterly with your CEC
5. Fundraising
  - a. residents Councils are permitted to conduct fundraisers. See Section III for more detailed information regarding fundraising and other financial affairs.
    - i. must follow CR A-660 on all financial matters.