

**PARENT COMMITTEE**  
Election of Officers

County: \_\_\_\_\_ Center: \_\_\_\_\_

Date: \_\_\_\_\_

**CHAIRPERSON:** Duties are to call the meeting to order and keep it orderly and moving, making sure each issue has a full discussion and that everyone has a clear understanding of the issues are.

Motion Made to Elect: \_\_\_\_\_  
Motion Made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Discussion: \_\_\_\_\_

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**VICE CHAIRPERSON:** Duties are to assist chairperson as needed and too substitute as chair when the chairperson is unable to attend meetings.

Motion Made to Elect: \_\_\_\_\_  
Motion Made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Discussion: \_\_\_\_\_

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**SECRETARY:** Duties are taking minutes at meetings, assist the chairperson with the agenda, write down motions, and record votes.

Motion Made to Elect: \_\_\_\_\_  
Motion Made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Discussion: \_\_\_\_\_

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**PUBLIC RELATION OFFICE:**

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**Over**

**POLICY COMMITTEE MEMBERS:** The duties are to serve on policy committee. The policy committee is made up of parents and representatives of the community. It is set at delegate levels once a month. Decisions are made at these meetings for all your county classrooms / centers.

Motion Made to Elect: \_\_\_\_\_  
Motion Made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Discussion: \_\_\_\_\_  
\_\_\_\_\_

Motion Made to Elect: \_\_\_\_\_  
Motion Made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Discussion: \_\_\_\_\_  
\_\_\_\_\_

**POLICY COMMITTEE ALTERNATES.** The duties are exactly the same as a member, except if the member is present at the meeting the alternate has no voting rights.

Motion Made to Elect: \_\_\_\_\_  
Motion Made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Discussion: \_\_\_\_\_  
\_\_\_\_\_

Motion Made to Elect: \_\_\_\_\_  
Motion Made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Discussion: \_\_\_\_\_  
\_\_\_\_\_

**HEALTH ADVISORY COMMITTEE:**

\_\_\_\_\_

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**OTHER COMMITTEES:**

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