

President/Vice-Presidents

- Preside and facilitate SEPAC meetings.
- Draft and distribute the agenda for each general meeting.
- Lead in the development of a timeline for implementing SEPAC objectives for each school year.
- Maintain communication with SEPAC officers and coordinate activities according to this timeline.
- Act as liaison with District and school officials and representatives, including the Special Education Director/Administrator, School Committee members, Superintendent, Principals, Special Education Chairs, and Educators.
- Recommend the creation of and monitor the function of sub-committees. Identify and pursue ways to collaborate on common goals.
- Update by-laws and other SEPAC compliance documentation on an annual basis.
- Lead efforts to advise the District on matters that pertain to the education and safety of students with disabilities.
- Lead in the development and presentation of the SEPAC Annual Report to the School Committee.
- Attend quarterly PTO President's Forum meetings or coordinate SEPAC representation.
- Transition knowledge and expertise to the next President/VP upon end of term.

Events/Planning Chair

- Coordinate regular meetings with school officials to participate in the planning, development, and evaluation of the District's special education programs.
- Lead event planning: coordinate logistics and publicity activities for events and meetings.
- Serve as the host for all special event (review agenda, introduce speaker, facilitate discussion).

Treasurer

- Plan and manage the Shrewsbury – SEPAC annual budget.
- Work with the board members to prioritize key expenses.
- Provide quarterly update on budget status.

Secretary

- Record meeting minutes and distribute to members for review.
- Maintain minutes and other SEPAC documents.
- Count and record all vote results.
- Maintain an accurate attendance log of meeting attendees.

Technology Chair

- Oversee the technology requirements for Facebook, e-mail, electronic surveys, and website.
- Manage and maintain the Facebook account and page.
- Maintain membership and e-mail distribution lists.
- Post events and other content to the Facebook page.

Communication Chair

- Develop and implement communication vehicles (printed and digital) for advertising special events and meetings.
- Assist Technology Chair with Facebook postings and messages.
- Create bi-annual survey to be distributed to all parents/guardians of children receiving special education services in the district.