

Information Regarding Nashoba SEPAC Board Positions

ELECTED POSITIONS

Co-Chair positions:

1st Chair - 10 hours a week

- Complete open meeting law training
- Overall meeting, task and communications coordinator.
- Meet monthly with Director of Pupil Personnel Services
- Meet Monthly with 2nd Chair to discuss strategies for General meetings and duties.
- Liaison with SEPAC representative on the School Committee and present summary/asks once annually
- Attend Nashoba SEPAC monthly meetings
- Respond to emails from parents to the nashobasepac email account
- Book speakers, reserve meeting location(s), produce information on meeting topic to be used for publicity and facilitate payment to speakers (if applicable)

2nd Chair - 7-10 hours a week

- Complete open meeting law training
- Support 1st chair in attending meetings if 1st chair is ill or cannot attend
- Meet Monthly with 1st Chair to discuss strategies for General meetings and duties.
- Attend Nashoba SEPAC monthly meetings
- Respond to emails from parents to the nashobasepac email account
- Book speakers, reserve meeting location(s), produce information on meeting topic to be used for publicity and facilitate payment to speakers (if applicable)

OFFICER POSITIONS

Town Representative Positions:

It would be essential to have at least 1 representative for each town and the high school, but it would be optimal to have at two per town- one for elementary and one for middle school.

Support needed in each school - 2 - 5 hours a week

- Publicize SEPAC monthly meetings at the school and community level
- Establish a SEPAC presence at each school (information table at the Parents' Night/Open House; listing in school directory, informational bulletin board at school main office--just a few ideas)

If we could have 1-2 volunteers who also help the town representatives, this would add to the robust support the SEPAC seeks to provide.

Parent Advisory Council (PAC) Liason Positions:

It would be essential to have at least 1 representative for each town, who would attend all meetings and have a scheduled time to present to the PAC at each meeting.

Support needed for each - 2 hours a week

- Meet regularly with school PTOs and/or Councils
- Establish a SEPAC presence at each school (through PAC sponsored events)

Additional Committee Members:

Social Media/Communications – 2- 4 hours a week

- 1. Monitor the nashobasepac@gmail.com and nashobasepac@nrsd.net accounts**
 - Review daily emails received from MassPAC list serve
 - Forward parent emails with policy questions to Co-Chairs
 - Respond to emails from families looking to re-locate to NRSD [mostly in the springtime; can ask for help from other SEPAC members from the appropriate town or parents with shared experience]
- 2. Maintain/monitor NRSD SEPAC Facebook page**
 - Post SEPAC monthly meetings / agendas
 - Post pertinent listings of lectures, support groups, special events in the local area
 - Manage the Events page
 - Manage Cross-Postings on MassPAC, Pac-2-Pac, Regional SEPAC Leadership pages
- 3. Maintain SEPAC membership email list**
 - Add parent names when requested by sending a confirmation email including link to Facebook page (TBD based on renewal of Constant Contact)

This role can be done entirely via computer taking 15-20 minutes per day max.

Secretary <2 hours per week

- Complete Open Meeting Law training
- Coordinate the recording, filing and posting of minutes of SEPAC meetings
- Post notices of SEPAC general meetings in accordance with Open Meeting Laws
- Count and record all vote results

Friends of Nashoba SEPAC Manager <2 hours per week

- Manage and account for funds collected, donated, and spent for SEPAC
- Co-ordinate fundraising activities
- Delegate/manage individuals who can fundraise on behalf of the SEPAC
- Make recommendations to Co-chairs for how to utilize funds raised