



## **SMM Parents Club (PC) Board Duties and Responsibilities**

### **President**

The President creates the agenda and presides at all meetings, both Parents Club and Officer's meetings, acts as liaison with administration, appoints chairpersons of committees, and is an ex-officio member of every committee. The President shall perform other duties as assigned by the membership. The President shall attend all School Commission meetings as an ex-officio member.

- Attend monthly PC Board Meetings
- Attend PC Schoolwide Meetings and PC sponsored events
- Aid in identifying needs of the school
- Aid in planning all events outside of the school for the school community
- Working closely with the principal to plan new events or change events
- Create agendas for PC meetings
- Hold a spot on each committee and guide such committees
- Participate as a non-voting member of school commission at monthly meetings
- Fill open committee chair positions
- Ensure the bylaws are being adhered to
- Attend all major school meetings
- Serve a 1-year term