

PAC Procedural Guidelines

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Mission Statement

The IMSA Parent Association exists in order to enhance our children's educational experience by working collaboratively with students, faculty, and administration in all aspects of academic and residential life. We are committed to the belief that quality education can be achieved only through parental involvement and support.

Procedural Guidelines

These Guidelines were written for the express purpose of ensuring that the Parent Association Council achieves the goals and objectives of contributing positively to the enhancement of the quality of life and academic experience that our students have at the Illinois Mathematics and Science Academy by:

- Providing a blueprint as to how PAC business is to be conducted
- Clarifying responsibilities and expectations of elected and appointed PAC officers, regional representatives, committee chairs and other Voting Block members of the Parent Association.
- Preserving the integrity of the Parent Association Council.

The procedural guideline is a working document that should be updated regularly and may be changed at any time by a consensus of the PAC Executive Committee . The Parent Association Bylaws always supersede the procedural guidelines.

President

The President manages the business of the Parent Association Council and serves as the parent liaison to the IMSA Board of Trustees, the IMSA Fund, and the IMSA administration.

Duties and Responsibilities:

1. Supervise and direct the business of the PAC.
2. Serve as the Chair of the Executive Committee.
3. Preside at all meetings of the Executive Committee and the PAC.
4. Serve ex-officio on all committees.
5. Appoints Chairs to all committees not otherwise specifically designated in the By-laws, such appointment to be made by the start of the Fall semester
6. Serve as Liaison and ex-officio member of the Board of Trustees and the IMSA Fund and attend their respective Board meetings. Meet regularly with the President of the Academy and the IMSA Director of Development.
7. Serve as liaison to the Administration of IMSA, to meet regularly with the Principal of the Academy and/or other administrators and faculty to present follow-up on concerns expressed by the Parent Association Council.
8. Serve as spokesperson and communicator for the Parent Association and Parent Association Council.
9. Serve as Chair of the Nominating Committee.
10. Reserve all necessary meeting rooms for the committees for all scheduled meeting dates.
Contact: Facilities Coordinator @ 630.907.5058.

11. Maintain regular communication with the Executive Committee and the Committee Chairs.
12. Coordinate volunteer information with Committees, events and activities.
13. Update the PAC Procedural guide.

Before each monthly general meeting

1. Follow-up on any concerns expressed by Parents during the previous PAC meeting
2. Be in contact with the PAC liaisons and guest presenters for their portion of the next general meeting.
3. 7 to 10 days before the general meeting, e-mail agenda to Executive Committee, standing committee chairs, regional representatives, the Principal of IMSA and other key IMSA administration and staff.
4. Prepare President's Report.
5. Arrange the Executive Committee meeting and e-mail the EC agenda to EC members.

Vice-President

The Vice President performs the duties and responsibilities of the office and assists the President as requested.

Duties and Responsibilities:

1. Act in the absence of the President.
2. Succeed to the office of the President in the case of vacancy.
3. Serve ex-officio on all committees.
4. Assist the President as requested.
5. Is the liaison to the IMSA Office of Admissions and serves as the PAC-Office of Admissions Volunteer Coordinator for the IMSA-Pac.
 - a. Maintain regular communications with Admissions.
 - b. Coordinate Volunteers for the Office of Admissions throughout the Academic year.
 - c. Make sure that volunteer opportunities are announced in the Parents Newsletter and posted on the IMSA-PAC website.

The PAC and IMSA Office of Admissions Volunteer Opportunities include, but are not limited to:

November & January

IMSA VIP (Visitor Information Program)

Office of Admission large open houses. 500+ prospective students from across the state attend each of these days to learn more about the Academy. Up to 10 PAC representatives (1 from each region would be optimal) will be needed.

Purpose: To allow prospective families the opportunity to talk informally and candidly with current PAC parents.

Time commitment: 3-4 hours

End of May-First Days of June

PAC Placement Testing Breakfast Host

Nearly 200 students test on this day at IMSA and about 50 test at 3-4 downstate sites. Up to 10 PAC representatives will be needed at IMSA and 1-2 at downstate testing sites. The PAC Hospitality Committee arranges food at IMSA, and downstate volunteers purchase breakfast snacks and beverages for their sites, obtaining reimbursement for these expenses from the PAC.

Purpose: To welcome new IMSA parents, recruit new PAC members, help ease common parental fears and accommodate these visitors as their students test.

Time Commitment: average 3 hours. 5 hours maximum.

Treasurer

The Treasurer handles the finances of the Parent Association.

Duties and Responsibilities:

1. Maintain the financial integrity of the PAC finances, including:
 - a. preparing and filing government forms
 - b. Maintaining the signature card at Chase
 - c. Maintaining the Crime Bond
2. Provide the Parent Association Council with succinct monthly financial reports, an annual report and an annual budget.
3. Make sure financial reports are posted on the IMSA-PAC website in a timely manner.
4. Serve as the financial liaison between the Parent Association Council and the IMSA Fund for the Advancement of Education.
5. May have an assistant to help with the treasurer's duties. The Executive Committee must approve the Treasurers assistant.
6. Be available before and/or after PAC meetings to discuss any financial or reimbursement questions PAC members may have.
7. Update duties, responsibilities and financial procedures as needed.

Financial Procedures

1. CHECK REQUESTS:
 - a. Parents should submit their receipts and PAC Check Request Forms as soon as possible. Delayed submission can jeopardize their ability to be reimbursed.
 - b. PAC's fiscal year ends June 30th. ALL receipts and invoices must be submitted prior by June 15th for reimbursements.
 - c. Verify that all reimbursement requests are accompanied by:
 - i. The appropriate receipts, and
 - ii. A PAC check request form(s).
 - d. Approved check request forms (with documentation) to be filed (electronic preferred).
2. GENERAL BOOKKEEPING:
 - a. With change of officers, the Treasurer works with Chase to fill out a new Signature card.

- b. Secure permission from the PAC or the Executive Committee (if the PAC is not in session) for check requests in excess of \$500 and not identified in the budget.
 - c. Conduct monthly bank reconciliations.
 - d. Record all financial records in QuickBooks and file all supporting documentation (electronic is preferred).
 - e. Treasurer is to maintain QuickBooks and all financial records (electronic preferred) for a minimum of seven (7) years.
 - f. Blank checks may NOT be pre-signed.
3. RECEIVABLES:
- a. Create any needed supporting documentation (electronic is preferred)
 - b. Treasurer is to deposit each check as soon as possible in the appropriate Chase account
4. GOVERNMENT FORMS:
- a. Registered Agent. With the election of a new President, the Registered Agent needs to be changed with the Illinois Secretary of State.
 - b. Taxes:
 - i. Work with Clifton Larson, our Accounting firm to prepare our taxes
 - ii. File Federal Form 990EZ
 - iii. File the Illinois Charitable Organization Annual Report Form AG990-IL
 - c. File the Illinois Secretary of State General NFP Corporation Act Annual Report form NFPCAF. Also verify after the report has been filed that we are a corporation in good standing with the Illinois Secretary of State.
 - d. Tax Exempt Letter. Maintain the Illinois Department of Revenue tax exempt letter -- renew as needed.
5. DOWNSTATE BUSES:
- a. Maintain a “breakeven” model for the bus routes – collect enough on each route to pay the bus company fees on that route.
 - b. Work with the Downstate Coordinator to price the bus routes based on demand and individual route cost
 - c. Collect funds and distribute to the bus companies appropriately.
6. SENIOR BANQUET:
- a. Review the Senior Banquet Committee Budget
 - b. Maintain a “breakeven” model for the banquet – collect enough on ticket sales to pay for the expenses
 - c. Maintain a Senior Banquet account at Chase for deposits from PayPal Payments only.
 - d. Monitor the funds deposited in the Senior Banquet account and sweep into the general IMSA account to pay expenses as needed.
7. COMPUTER HARDWARE & SOFTWARE:
- a. Maintain the computer hardware and software used to track the PAC’s Financial records – both QuickBooks and the electronic records
 - b. Upgrade the computer approximately every two years. Leverage IMSA’s buying of computers for students. The current Treasurer’s computer should be passed on to the Board President and the President’s computer donated to IMSA.

8. IMSA FUND:
 - a. Formally request our operating funds and any funds specifically donated to the IMSA Fund earmarked for the IMSA PAC
 - b. The request is usually done in the January timeframe.
 - c. The amount has typically been \$15,000.
9. TRANSFER OF INFORMATION AND DUTIES TO NEXT TREASURER:
 - a. To ensure a smooth transition, work with the newly elected treasurer ASAP. Even better, work with the candidate and have them be the Assistant Treasurer.
 - b. QuickBooks, bank accounts, checkbooks along with pertinent records should be turned over to the new Treasurer two weeks prior to the new board assuming their roles.

Secretary

The Secretary is responsible for the internal communications.

Duties and responsibilities:

1. Preparation for the Academic Year:
 - a. Prepare a PAC directory of the Council members: Executive Committee, Regional Representative and Alternates, Standing Committee and Sub-Committee Chairs and selected Ad Hoc Committee Chairs.
 - b. Prepare all critical handouts for distribution at PAC meetings.
2. Parent Association Council Meetings Minutes:
 - a. Record the minutes at all council and Executive Committee meetings.
 - b. Maintain an accurate record of the attendance at each meeting.
 - c. Following each meeting, send a rough draft to the President and other key PAC participants to check for the accuracy of the minutes.
 - d. Have the PAC minutes posted on PACs web page within 10 days of the PAC meeting. Please note that the minutes have not been approved. Once PAC approves the minutes, please make the necessary corrections to posted minutes.
3. Collect the PAC minutes, along with all other written committee reports and approved attachments in electronic format and provide a copy to the Director of Student Life in a USB drive.
4. Direct correspondence to the appropriate PAC officers, committee chairs, and PAC members.
5. Handle any correspondence or internal communication as requested by the President.
6. Continuously survey the PAC Key Dates and the Parent Association Academic Time Line to ensure that the Parents Council remains on track to meeting its goals.

Multi-Cultural Coordinator

The purpose of this position is to ensure that PAC attempts to meet the needs of all of its diverse members.

Duties and Responsibilities:

1. Serve as a member of the PAC Executive Committee and attend all EC meetings.
2. Serve as a communication facilitator between the PAC executive committee and PAC regional representatives and general members.
3. Help to ensure and encourage involvement in PAC by all ethnic and racial groups.
4. Work with the Director of Student Life and the IMSA Coordinator of Multicultural Recruitment, Retention and Learning on multicultural initiatives.
5. Help with recruitment of parent volunteers for admissions informational meetings.
6. Help with panel discussions at the Placement Day breakfast and Orientation activities.
7. Maintain multicultural topics of interest on the PAC website in collaboration with the PAC leadership.
8. Hold meetings as needed with parents to ensure that their concerns and needs are being met.

Regional Coordinators

The Regional Coordinators serve as the communication facilitators between the President and the Regional Representative. Each Regional Coordinator has one vote.

- Downstate Coordinator: Regions 1 - 5
- Metro Coordinator: Region 6 - 10

Duties and Responsibilities:

1. In May, ask for volunteers to organize regional summer picnics or get togethers. Assist them as needed in this undertaking.
2. In June, procure a family list of newly invited and current students. This effort should be coordinated with the President and the Office of Admissions.
3. The Downstate Coordinator should ascertain who is coordinating the various buses, and submit this information to the President and the Student Life Office at IMSA as early as possible before the beginning of the school year. Ideally, this information should be available at the summer Orientation sessions.
4. Summer Orientation: Make sure that all regions have representatives present at both Summer Orientations.
5. Assist the President in finding responsible IMSA parents to fill regional representative vacancies.
6. Attend all Council and Executive Meetings.
7. Acquaint yourself with every Regional Representative in your jurisdiction. Communicate with your Regional Representatives as needed to help with PAC and IMSA events.
8. In August, and again in September, contact your regional representatives to ask them to send photos of their regional picnics for the IMSA Archives. Remind them to submit a check request form with their receipts no later than the October PAC meeting.
9. Obtain the PAC attendance sheet from the PAC secretary. You need to contact your respective regional representative if he or she is not attending the PAC meeting.

Regional Representatives

Regional Representatives are part of PACs Leadership. Regional Representatives are instrumental in building camaraderie and loyalty in our IMSA community. They are, in essence, PACs arms to embrace, welcome, and guide the IMSA families in every region.

The regional representatives, together with the officers and the standing committee chairs, comprise the governing body of the Parent Association Council. The regional representatives are responsible for fostering communication between their region and the Council.

Every region is allowed one primary senior, junior and sophomore representative; each has one vote. In the event that a regional representative cannot attend the council meeting, then the designated representative for that region and class may vote. The alternate may not vote unless the primary representative is not present.

Every region has three votes, one for each grade level. A vacant spot or an absence effectively silences or minimizes that region’s voice at the Parent Association Council.

Your commitment to your duties and responsibilities are critical to the direction and energy of the Parent Association Council.

Duties and Responsibilities

1. In May, each Regional Representative should begin advising the other representatives in their region on their Summer Regional Gathering.
2. In June, determine the date and place of the summer regional picnic or get together to welcome newly invited students and their families to the IMSA community to meet current IMSA families.
3. Serve as a liaison between the parents in the region and the Parent Association Council. Forms of communication may be email, letters, or phone trees.
4. Attend all Council meetings.
5. Be an active member on a Council Committee.
6. Ensure that your region has a representative present at both Summer Orientation Programs.
7. Volunteer whenever possible to aid IMSA and its students.
8. Acquaint yourself with your Regional Coordinator. Communicate with your Regional Coordinator as needed..

Parent Association Geographic Regions

For the purposes of the Parent Association organization, the state of Illinois is divided into ten geographical regions. Each region should have an elected Regional Representative from each class (Sophomore, Junior, Senior). It is the responsibility of each representative to attend the monthly Parent Association Council meeting in order to represent the class and region.

Region	Zip Codes	Major Mailing Centers
1	610,611,612,613	Rockford, Rock Island, La Salle
2	614,615,616,617	Galesburg, Peoria, Pekin, Bloomington
3	609,618,619,624	Kankakee, Champaign, Effingham
4	625, 627, 623	Springfield, Quincy
5	620, 622, 628, 629	E. St. Louis, Centralia, Carbondale

6	600,603	Northern Chicago Suburbs
7	601	Northwest Chicago Suburbs
8	604	Far South Chicago Suburbs
9	605	Southwest Chicago Suburbs
10	602,606	Evanston, Chicago

Each Regional Representative may wish to set up a phone tree for parents in their class and region. Phone trees can help insure that the Parent Association can reach parents quickly in case of an emergency for the entire academy. However, because the IMSA administration has the most accurate and up-to-date contact information, regional representatives are no longer expected to provide a phone tree.

Committees

The PAC committees are the movers and shakers in our organization. While the Regional Representatives' focus is on building a cohesive community, the emphasis of the committees is to work closely with the IMSA administration and the IMSA Fund for the Advancement of Education to:

- Enhance the quality of student life.
- Enhance the quality of the students' academic experiences at IMSA.
- Strive to improve communications with IMSA parents.
- Preserve the mission of the Parent Association Council.

Standing Committees

Standing Committees coordinate the work of the PAC.

- Student Life Committee
- Multi-Cultural Committee
- Hospitality Committee
- Senior Banquet Committee
- Technology Committee
- Academic Committee
- Nominating Committee

The primary chair of each standing committee and official sub-committee may cast one vote. There can be only one vote for each committee. Chairs of ad hoc committees and sub-committees do not have voting privileges.

Student Life Committee

The purpose of the Student Life Committee is to enhance the quality of student life at IMSA by facilitating parent involvement with students and the IMSA administration and staff.

Student Life has three primary areas of focus:

1. Old business or unresolved concerns.
2. Current issues.

3. Updates the Parent to Parent Handbook and prepares it for Orientation.

The Student Life Committee meetings are open to all IMSA parents. The following should be invited to attend the Student Life meetings:

- The Student Life Director
- Student Council President
- RC representative
- Residential Program Coordinator
- Service Learning Coordinator
- Athletics and Co-Curricular Activities Coordinator

The Student Life Committee has one official sub-committee:

1. Friday Fest

Friday Fest Sub-Committee

The Friday Fest Committee organizes and manages all Friday Fests, including scheduling dates and food themes, publicizing Friday Fests, soliciting food and monetary donations, soliciting and organizing parent volunteers, and arranging set-up, food service, and clean-up for each event. The Friday Fest Committee chair purchases additional food, beverages, and service-ware as necessary for each event and coordinates financial donations and expenses with the PAC Treasurer. The Friday Fest Committee chair has one vote at the PAC meeting.

Hospitality Committee

The Hospitality Committee Chair attends all scheduled PAC meetings and organizes provision of food for PAC meetings, including the annual College Day buffet lunch for parents and PAC-sponsored events where food is served, including the morning Parents meeting at Placement Testing in late May/June, Parents Day in September, and the College Fair in April. The Hospitality Committee chair has one vote at the PAC meeting. The Hospitality Committee chair coordinates with the Student Life Committee chair as necessary.

Senior Banquet Committee

The chair of the Senior Banquet Committee is responsible for planning and coordinating the Senior Banquet. The Banquet is always scheduled for the Friday evening immediately preceding the IMSA Commencement.

Senior Banquet Planning Binder contains the procedures, guidelines, and samples of the invitations, the program and other critical documents to help plan the Senior Banquet.

Technology Committee

The purpose of this committee is to work with IMSA IT staff, students and parents to advance the use of technology in the education of the students. This committee is also responsible for supporting the technological needs of the Parent Association Council and its committees. One of the additional goals of the Technology Committee is to work to improve the appeal and usefulness of the PAC website. The committee also provides recommendations on software, hardware, and services that affect the students.

Academic Committee

The primary purpose of the Academic Committee is to facilitate communication and involvement between administration, faculty, and parents for matters pertaining to the IMSA curriculum and outreach programs.

In addition to providing opportunities for parents to learn more about the IMSA course selection process as well as the math, humanities, and science curriculum, the committee works with administration to address academic concerns that parents may have.

Nominating Committee

The Nominating Committee is composed of the President, who shall serve as Chair of this committee, and the Regional Coordinators. The purpose of the Nominating Committee is to select nominees for the elected officers and Voting Block members of the PAC and to preserve the integrity of the election process.

The duties and responsibilities of the Nominating Committee are:

- Recruit candidates for elected office and explain the duties and responsibility of each office sought to the prospective candidates.
- Prepare a slate of recommended candidates and present the slate to the PAC at the February or March general meetings.
- Accept further nominations from the floor for each elected office and conduct the election at the April general meeting in accordance with the Bylaws.

APPENDICES

Appendix I: The Incoming President's Academic Timeline:

January

1. Start recruiting prospective candidates for elected offices for next year.
2. Identify candidates for appointment as Multi-Cultural Coordinator and, where no candidates are available, for vacant Junior and Senior Class Regional Representatives.
3. Lead PAC meeting.

4. Attend IMSA Board meeting. Prepare and deliver brief report.

February

1. Finalize list of prospective candidates for election and convene the Nominating Committee to settle on the slate.

2. Outgoing and prospective incoming Presidents work together to identify possible Committee Chairs for appointment.

3. Lead PAC meeting.

4. Attend IMSA Fund Board meeting as ex officio member.

March

1. As chair of the Nominating Committee, present slate of candidates for April's election.

2. Outgoing and prospective incoming Presidents work together to identify possible Committee Chairs for appointment.

3. Lead PAC meeting

3. Attend IMSA Board meeting. Prepare and deliver brief report.

1. 4. Provide IMSA Administration with key dates for next years school calendar for:

a. Parent Council Association General Meetings

b. Friday Fest

c. Senior Banquet

April

1. Lead the PAC Annual meeting and supervise elections as Chair of the Nominating Committee.

2. Newly elected President to begin filling vacant committee chairs. Hold a Transition meeting with the newly elected Executive Committee to:

a. Determine the Executive Committee Planning meeting date.

b. Arrange the transfer of information and documents.

3. Newly elected President to Appoint the Multi-Cultural Coordinator prior to the May meeting.

May

1. New President to lead appointment by the new Executive Committee of Junior and Senior Class Regional Representatives in cases where vacancies still occur subsequent to the April election.

2. Lead PAC Meeting Call to Order: Farewell

a. Thank the Executive Committee, Committee Chairs and the Regional Representatives and parent volunteers for their service.

b. Welcome the newly elected Executive Committee

c. Turn the remainder of the meeting over to the newly elected PAC President.

3. Attend Board of Trustees Meeting:

a. Thank the Board of Trustees

- b. Introduce the newly elected PAC President.
4. Turn over remaining pertinent records and information at May's Executive Meeting.
5. Prepare a letter of welcome to be distributed to the new IMSA parents, inviting them to attend the PAC-sponsored welcome meeting for new parents held in conjunction with Placement Testing. Obtain mailing labels from IMSA Admissions as soon as possible to guarantee delivery by mail at least one week before Placement Testing. (NOTE: THIS IS A TIGHT TIMEFRAME BETWEEN ACCEPTANCE OF NEW SOPHOMORES AND PLACEMENT TESTING DATES!) Arrange parent volunteers for the Placement Testing days, working with the new Downstate Coordinator on recruiting volunteers for the downstate sites.
6. Begin working with Director of Student Life for the Summer Orientation Program, recruiting volunteers and preparing the Parent-to-Parent Handbook for distribution. Remind Regional Representatives of their responsibility to have a representative available of both Orientation dates.
7. Work with Regional Coordinators to remind Regional Representatives to set their Summer Gathering dates and times, and begin compiling a master schedule to be handed out during Orientation.
8. Ensure that the Hospitality Committee orders food for the Placement Testing at IMSA and that Parent volunteers bring food and beverages to downstate sites, submitting receipts for reimbursement.
9. Prepare a parent volunteer sign-up sheet and distribute hard copies to new sophomore parents at Placement Testing and electronic copies to rising junior and senior parents.
10. Coordinate volunteers at Placement Testing at IMSA and serve as MC for the parent information session.

June

1. Continue working on securing volunteers for Summer Orientation. Keep in contact with Director of Student Life.
2. Work with Downstate Coordinator to get information about downstate and central Illinois bus routes. Work with the Downstate Coordinator and Treasurer to set up bus company contracts and set tentative prices based on realistic estimates of the number of riders, so that the information sheet at Orientation contains as much detail as possible. Make sure that you have this for Orientation. This information should also be given to the Student Life Office.
3. Get list of incoming sophomores from Admissions Office. Distribute to Regional Coordinators and Representatives. Make master copies for you and the VP.
4. Give Director of Student Life schedule of Orientation Volunteer.
5. Send out reminders to all volunteers for Orientation. Update Student Life with list.
6. Make sure that all regions have their scheduled a summer picnic for their regions. Enlist the assistance of your Regional Coordinators to follow up on dates. Distribute dates and locations at Orientation, along with the PAC regions by zip code, so new parents can look up which region they fall into.

7. Make final preparations for Summer Orientation. Have the Events/Activities sign up sheets; Master Regional Summer Picnic schedule, and busing information sheet ready for distribution.
8. Conduct PAC portion of Orientation in late June and/or early July, depending on IMSA calendar
9. Attend IMSA Fund Board meeting as ex officio member.

July

1. Conduct PAC portion of Orientation in late June and/or early July, depending on IMSA calendar
2. If there are still Junior and Senior Class Regional Representatives vacancies, have the Regional Coordinators help you determine who can be recommended to the Executive Committee.
3. Work with the IMSA Fund Director to set parent fundraising goals for the new fiscal year.
4. Attend IMSA Board of Trustee Meeting. Prepare and deliver brief report.
5. Attend regional summer picnics as time permits.
6. Make final preparations for the Executive Board Planning Meeting.
7. Lead Executive Committee Planning Meeting. (July or August)

August

1. Lead Executive Committee Planning Meeting, if held in August.
2. Have all positions for regional reps filled, including Sophomore Class Reps, who will be confirmed by the Executive Committee at the Executive Committee Planning Meeting.
3. Arrange guest speakers for at least the first four full PAC meetings of the year
4. Confirm Friday Fest schedule with the chair of the Friday Fest Sub-Committee.
5. Update the PAC website for the new academic year. Contact all Committee Chairs. Send out copy of duties and responsibilities.
6. Reserve Committee Meeting Rooms and the Academic Pit for the PAC general meetings. Provide Facilities Coordinator and IT liaison with meeting dates and times.

September

1. Attend IMSA Board of Trustees Meeting. Prepare and deliver brief report.
2. Attend Parents Day and lead PAC Introductory Meeting: Keep Meeting Brief, with no guest speakers, since there is a second, full meeting in late September.
3. Introduce Executive Committee and Standing Committee and Sub-Committee Chairs.
4. With help from the Executive Committee, finalize any Committee Chair or Regional Rep appointments that could not be made over the summer.
5. Lead first regular PAC meeting in late September.

October

1. Lead PAC Meeting

November

1. Attend Board of Trustees Meeting. Prepare and deliver brief report.
2. Attend IMSA Fund Board meeting as ex officio liaison.

December

1. Lead PAC Meeting

Appendix II: Executive Committee Planning Meeting

All Executive Committee members must attend the annual Executive Committee planning meeting. Ideally, the meeting should be scheduled to correlate with one of the Summer Orientation weekends. In doing so, the planning meeting also becomes an opportunity to support PACs role in Orientation and provides the executive committee with the opportunity to meet with new IMSA parents.

This meeting serves to provide the executive committee with an opportunity to get to know one another, review responsibilities and rules as well as establish goals and keys projects for the upcoming year.

To ensure the effectiveness of the meeting all members of the executive board must be present. The newly elected President should send a copy of the tentative agenda for the meeting a week to ten days ahead of the planning meeting.