

SPECIAL EDUCATION ADVISORY COUNCIL (SEAC)
Appendix A
SEAC Officers' Responsibilities

I. Chairperson

- Develop meeting agenda with the approval of the Director of Special Services.
- Send approved agenda to the assistant of the Director for distribution to SEAC members at least one week prior to SEAC meeting.
- Arrange for consultants and/or speakers with approval and assistance from the Director of Special Services.
- Facilitate the SEAC meeting.
- Appoint a member to take and distribute meeting minutes in the absence of the Secretary.
- Contact potential new members and invite to participate in the SEAC.

II. Secretary:

- Take minutes during the SEAC meeting.
- Send minutes to chairperson and Director of Special Services for approval.
- Send approved minutes to the assistant of the Director for distribution to SEAC members at least one week prior to next SEAC meeting.
- Facilitate the SEAC meeting in the absence of the Chairperson.
- If possible, inform Chairperson of absence prior to meeting so another Secretary can be assigned.