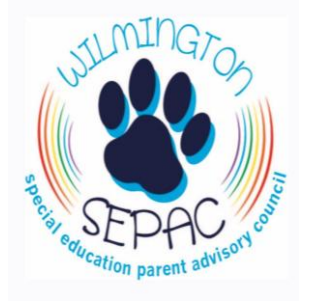


Wilmington MA SEPAC Board Roles & Responsibilities

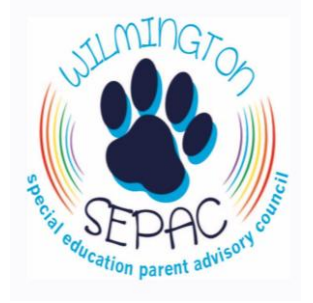
Based on the by-laws
accepted June 1, 2021





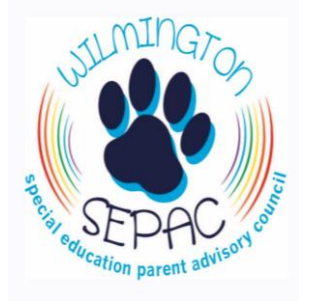
Mission Statement

- The Wilmington Special Education Parent Advisory Council (Wilmington SEPAC) provides education and support to parents, school personnel, and the broader community on special education issues and services.
- The Wilmington SEPAC works toward creating an environment of respect, support and appropriate education for all children with special needs in our community and to ensure that student needs under Chapter 766 and other applicable laws are being met.
- The Wilmington SEPAC's mission is to promote and support an innovative educational environment where children with special education needs have equal access to opportunities and are encouraged to reach their full potential.



Chair or Co-Chairs

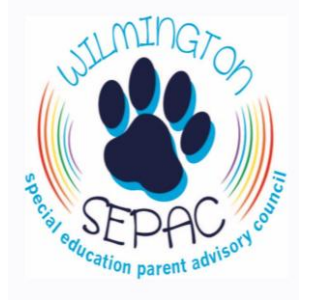
- Set the agenda for each general meeting and items requested by the District.
- Preside at all meetings of the Wilmington SEPAC.
- Provide guidance and support, when necessary, to committee chairpersons.
- Collect regular updates from committee chairpersons.
- Act as liaison with the Administrator of Special Education, meeting as needed during the school year to participate in the planning, development, and evaluation of the school district's special education programs.
- Meet annually with school administration to discuss the action plan for the coming school year.
- Meet annually with the School Committee to report SEPAC activities.
- Prepare incoming officers for the upcoming term.
- Keep and maintain current bylaws and have them available at all SEPAC meetings.
- Coordinate public communications, not including those communications that are the responsibility of the Secretary/Information Liaison.
- Administer and monitor the SEPAC email account.
- Develop a needs assessment survey, in conjunction with the board, within a two- to three-year timeframe.



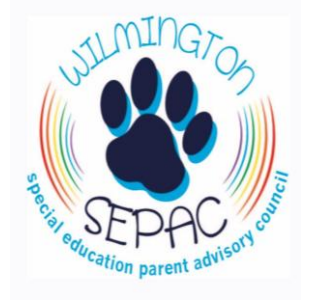
Secretary/Co-Secretaries

- Note: This role is currently combined with Information Liaison
- Record and keep the minutes of each Board and SEPAC meeting.
- Present the minutes for approval by the Board at each meeting and post them to the SEPAC website.
- File the approved minutes and the next meeting agenda with the Town Clerk's Office.
- File the minutes, a copy of these bylaws, and other important documentation pertaining to the SEPAC in a file for future reference. (NOTE: This is no longer required due to open meeting law changes per Mass PAC)
- Write and distribute special notices.
- Ensure that all Wilmington school principals receive the date, time, location, topic, speaker, and details of the next SEPAC meeting.
- Maintain SEPAC membership and update the address list. (NOTE: This is currently handled via Student Support Services)
- Maintain voting rosters for elections and bylaw voting.
- Be responsible for filtering MASSPAC information to share with the membership.

Information Liason

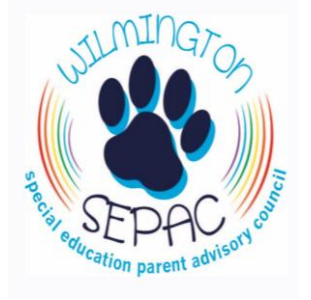


- **Note:** this role is currently combined with Secretary
- The Information Liaison shall be responsible for posting relevant SEPAC information on the WPS website, in local newspapers, and in other public places where SEPAC information might be posted.
- Information posted will include, but not be limited to, notice of workshops and business meetings, needs assessment surveys, election notices, and other information of importance to the SEPAC General Membership.



Members at Large

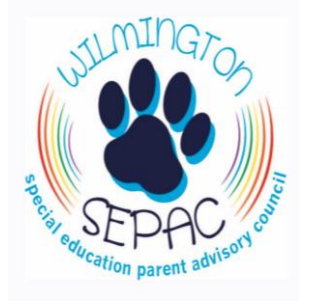
- These board members will become involved in SEPAC sub-committee work as designated by the SEPAC chair/co-chairs.
- They may also attend school committee meetings and report to the co-chairs on school committee activities that relate to special education.
- With prior SEPAC board approval, they may also present SEPAC interests at school committee meetings.



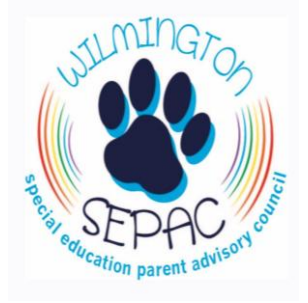
General Membership

- General Membership shall be open to all parents and guardians of students found eligible for Special Education in the district. All other interested parties are welcome to attend all SEPAC meetings including workshops and business meetings.

Treasurer



- **Not currently filled as we do not do any fundraising**
- The Treasurer shall be responsible for conducting research and informing the Board of steps necessary to be able to raise funds for student enrichment purposes.



Election Rules/Guidelines

- Nominations will be made during the final meeting of the school year (April, May or June) at the Board's discretion
- Elections shall be the first order of business during the meeting
- Officers shall be elected by voice or paper ballot
- Elections shall be decided by a simple majority vote of the General Membership
- The term of office for the Wilmington SEPAC Officers shall run from July 1st through June 30th of the following year.
- Family members cannot serve simultaneously on the same Board.
- In the event of a vacancy, a special election will be held to fill that vacancy at the next general meeting.
- Elections shall be decided by a simple majority vote of the General Membership, subject to the presence of a quorum. A quorum shall be at least 2/3rds (rounding down) of the Wilmington SEPAC Board and Committee Chairs.