

DAB Executive Positions 2026

All serve on the executive committee.

Chair Elect

Role Overview

9 DAB meetings (2hrs/month)

9 DAB executive meetings (1hr/month)

9 meetings with (1hr/month)

Total= 4hrs/month

Responsibilities

- Actively listen to DAB members, School Board members, PSD staff
- Help identify DAB goals
- Help plan for DAB meetings
- Collaborate with designated district liaison to help determine DAB meeting topics
- Monitor remote attendees during DAB meetings

Key Qualifications

- Preferably one full year term on DAB.
- Flexible & adaptable
- Ability to consolidate and prioritize DAB's prolific ideas
- Being confident in deliberation
- Good time management

DAB Secretary

Role Overview

9 DAB meetings (2hrs/month)

9 DAB executive meetings (1hr/month)

Editing Minutes (1hr/month)

Total= 4 hrs/month

Responsibilities

- Record minutes of each meeting.
- Correct minutes as indicated by membership.
- Send minutes to the DAB Chair/Executive Team.
- Update Bylaws (if revisions are made).

- Serve as a member of the Executive Committee.
- Able to record information as it's delivered.

DAB Membership Chair

Role Overview

9 DAB meetings (2hrs/month)

9 DAB executive meetings (1hr/month)

Record & Solicit Attendance (1hrs/month)

Total= 4 hrs/month

Responsibilities

- Solicits DAB representatives (via Principals, site SAC/PTA meetings or Principal Advisory Board if needed to recruit new members)
- Updates email distribution lists monthly with changes.
- Updates monthly roster prior to publishing monthly meeting minutes.
- Trains new members on DAB goals, meeting logistics, responsibilities for communicating between school and DAB.
- Reviews and updates handbook information annually.

District Accountability Committee (DAC) Representative

-2 Year Term

Role Overview

9 DAB meetings (2hrs/month)

9 DAB executive meetings (1hr/month)

9 DAC meetings (2hr/month)

Total= 5 hrs/month

Responsibilities

- Elected by DAB members to serve a two-year term.
- Serves as a liaison between DAB and DAC.
- Attends the District Accountability Committee Meetings.
- Serves as a member of the DAB Executive Committee.
- Qualifications: Preferably one full year term on DAB.

Legislative Chair

Role Overview

9 DAB meetings (2hrs/month)

9 DAB executive meetings (1hr/month)

August - December

Legislative Calls (1 hr/month)

January - May

Legislative Calls (1 hr/week)

Total= 5 - 7 hrs/month depending on time frame

Responsibilities

- Attends Board of Education Legislative committee meetings
- The Legislative Committee connects the DAB to local, state, and national funding and legislative issues and how they impact public schools.
- Representative reports back to the DAB

Academic Chair

Role Overview

9 DAB meetings (2hrs/month)

9 DAB executive meetings (1hr/month)

9 Monthly meeting with district contact (1hr/month)

Total= 4 hrs/month

Responsibilities

- Meets with district contacts on a monthly basis.
- The Academic Chair connects the DAB to the education process. It focuses work around the learning goals for the district and supporting academic matters such as assessments, graduation requirements, curricular adoption processes, and other academic areas that contribute to producing well-prepared graduates.
- Representative reports back to the DAB