



## Our Lady of the Rosary Learning Center

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### Parent Advisory Committee By-Laws

#### **Mission:**

The Parent Advisory Committee of Our Lady of the Rosary Learning Center (hereafter referred to as PAC) strives to develop and maintain the highest quality of Christian Care and learning for children. The PAC provides support and guidance on issues related to Our Lady of the Rosary Learning Center (hereafter the OLRLC).

#### **Purpose:**

To assure the PAC is meeting the needs of OLRLC by providing leadership and actively participating in the following activities:

- A. Provide council and wisdom to the Director in all areas of the school
- B. Policy Development and Maintenance
- C. Review and discuss Quality and Procedure Improvements
- D. Participate in fundraising and school activity planning.

#### **Membership:**

- A. Board members *with the exception of the Director* are nominated and elected by the OLRLC parents. Decisions are made by consensus of the membership. The membership consists of:

Executive Committee  
OLRLC Director  
President  
Vice-President  
Treasurer  
Secretary  
OLRLC Room Parents

Parents are welcome to attend all meetings. Issues of highest confidentiality, however, will only be discussed among members of the Executive Committee.

#### **Officers:**

- A. The Executive Committee, with the exception of the Director, of the OLRLC is elected at the first meeting of each New School Year and their responsibilities are as follows:

# Parent Advisory Council

## Job Description

Job Title: President

Duties:

- Work with Council to set meeting agendas;
- Preside and maintain order at Council meetings;
- Work with Advisory Council to set goals and plan strategies;
- Represent the Parent Group to the community and public at large;
- Serve as a spokesperson for the group;
- Appoint Group members to the Council , as needed.

# Parent Advisory Council

## Job Description

Job Title: Vice- President

Duties:

- Preside and maintain order at Council meetings in the absence of the President
- Work with Advisory Council to set goals and plan strategies;
- Recruit members for volunteer support;
- Recruit and supervise “Room Parents” for each classroom.

## Parent Advisory Council

### Job Description

Job Title: Secretary

Duties:

- Record minutes for Advisory Council meetings;
- Distribute copies of minutes to Council members;
- Complete Council correspondence as requested by the Council President;
- Work with Advisory Council to set goals and plan strategies.

## Parent Advisory Council

### Job Description

**Job Title: Treasurer**

**Duties:**

- Make bank deposits; reconcile bank statements; and balance Group check book;
- Write checks as needed for the Group business;
- Develop monthly Treasurer's Reports to present to the Group;
- Work with the Advisory Council to set goals and plan strategies.

## **Parent Advisory Council**

### **Job Description**

**Job Title: Room Parent**

**Duties:**

- **Contact teacher to determine her needs for volunteers;**
- **Call class parents to bring items for holiday parties;**
- **Help provide teacher recognitions and awards.**