

North Area Advisory Council Positions

Below is a list of positions and estimated time commitments. Please click on these [Bylaws](#) for detailed descriptions of positions.

CHAIR

Requirement for Election: Must be a parent/SAF Chair

Term Limits: Four (4) consecutive one-year terms starting July 1st through June 30th of each school year

Duties:

- Maintain communication with district staff,
- advocate for needs of stakeholders,
- represent council at various committees and meetings, bring information and resources back to council,
- facilitate general, steering and special meetings,
- participate in district and community events to engage, support and coordinate area schools.
- Coordinate presenters for council and follow up afterwards,
- facilitate subcommittees
- Ensure policy/bylaws are up to date for council
- Identify meeting dates and submit to liaison by 10th of the month for advertisement

Required Meetings:

- Monthly North Area Steering and General Meetings;
- Monthly District Advisory Steering and General Meetings;
- Monthly Calendar, Policy 4000, Discipline, Impact (PROMISE), Long Range Facilities Steering, Superintendents Roundtable meetings
- Other committees or meetings as needed or volunteered for

Monthly Time Commitment: Approximately 20+ Hours per month

VICE CHAIR

Requirement for Election: Must be a parent and SAF Chair

Term Limits: Four (4) consecutive one-year terms starting July 1st through June 30th of each school year

Duties: As assigned by chair and needs of advisory, Manage and Update Calendar, Coordinate content for Newsletter, school spotlight, meeting PowerPoint; upload agenda to website

As assigned by chair; facilitate website updates and social media pages

Required Meetings: Monthly North Area Meetings; Monthly North Area Steering Meeting; other committees meeting as needed or to fill in for chair

Monthly Time Commitment: Approximately 10+ Hours per month

Recording Secretary

Requirement for Election: May be a parent or appointed district staff member to assist council

Term Limits: No Limit

Duties: Record business and decision making conducted by council; prepare draft minutes for approval and upload to website within 3 days after general meeting and send via email to all members for review, upload approved minutes to website within 3 days of approval

upload agenda to website

Required Meetings: Monthly North Area Meetings; Monthly North Area Steering Meetings

CORRESPONDING SECRETARY

Requirements for Election: Must be a parent and SAF Chair

Term Limits: No limit

Duties:

- Print Sign in Sheets for meeting,
- monitor attendance sign-in and notify chair of quorum;
- verify attendance after meeting and send notification to members/School Improvement Department for members not in good standing or in danger of losing good standing.
- Send notification to Regional Superintendent for Principals not in attendance at the first meeting and I-Zone Principal attendance for monthly meetings.
- Send out meeting notice 1 week prior to meetings.
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Required Meetings: Monthly North Area Meetings; Monthly North Area Steering Meeting;

ELEMENTARY REP

Monthly NAAC Meetings; Monthly DAC meetings; Optional Monthly NAAC Steering Meetings. Visit Area Elementary

MIDDLE SCHOOL REP

Requirements for Election: Must be a parent of a child enrolled in BCPS

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; Monthly DAC meetings; Optional Monthly NAAC Steering Meetings. Visit Area middle schools to assess and identify needs. Chair NAAC Middle school subcommittee

HIGH SCHOOL REP

Requirements for Election: Must be a parent of a child enrolled in BCPS

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; Monthly DAC meetings; Optional Monthly NAAC Steering Meetings. Visit Area high schools to assess and identify needs. Chair High School Subcommittee

PARENT AT LARGE

Requirements for Election: Must be a parent of a child enrolled in BCPS

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties: interact with parents within the area to identify needs

Required Meetings: Monthly NAAC Meetings; Monthly DAC meetings

CITIZEN AT LARGE

Requirements for Election: Must be a resident of Broward County in the North Area

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; Monthly DAC meetings; gauge views of community members on BCPS

BUSINESS REP

Requirements for Election: Must represent a business in North Area of Broward County

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; Monthly DAC meetings; represent north area at parent and community involvement small business forum; bring awareness to other small businesses about area needs and ability to support area schools

FACILITIES REP

Requirements for Election: Must be a parent of a child enrolled in BCPS

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; Monthly Facilities Task Force Meeting; Monthly DAC meetings; identify facilities needs within the area

TEACHER REP

Requirements for Election: Must be a parent of a child enrolled in BCPS

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; Monthly DAC meetings; represent teacher perspective on issues and educational needs

GIFTED ADVISORY REP

Requirements for Election: Must be a parent of a child enrolled in BCPS

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; Monthly Gifted Advisory meetings: Interact with other gifted parents and share gifted concerns and perspectives

ESOL REP

Requirements for Election: Must be a parent of a child enrolled in BCPS

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; Monthly ESOL meetings; Interact with other ESOL parent and share ESOL perspective and concerns

ESE REP

Requirements for Election: Must be a parent of a child enrolled in BCPS

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; Monthly ESE meetings; interact with ESE parents; share ESE perspective and concerns

LEGISLATIVE REP

Requirements for Election: Must be a parent of a child enrolled in BCPS

Term Limits: 1 year; from July 1st to June 30th of each calendar year; May serve consecutive terms or until a successor is elected

Duties:

Required Meetings:

Monthly NAAC Meetings; provide updates and legislation and laws at the municipal, county, state and federal level that may impact education.

If you have any questions, please do not hesitate to reach out.