



AUSTIN
Independent School District



AISD CAC TRAINING

October / Members Roles and Responsibilities

Member Roles and Responsibilities

Officer Elections

- At the first meeting of the year usually in August, the Council seats new members and elects officers from the voting members.
- If there is no competition, an election is not required.



Member Roles and Responsibilities

Principal Responsibilities

- The principal has a significant role in meetings, but they do not preside over meetings.
- The principal listens to the input from the Council and carefully considers what the Council has to say.
- The principal ensures that new Council members receive training.
- The principal and the Co-chairs work together to develop monthly meeting agendas.



Member Roles and Responsibilities

Co-Chair Responsibilities

- Co-Chairs run the meetings, maintain basic parliamentary procedures, and follow https://www.austinisd.org/sites/default/files/dept/advisory-bodies/Communications-Visitor-Requirements_rev-091019.pdf
- Co-Chairs must be firm when necessary, to wrap up comments and move on to the next item on the agenda.
- Co-Chairs monitor member's attendance, determine whether absences are excusable, and work with members to try to resolve any attendance problems.
- Each agenda item is assigned to only one Co-Chair who is responsible for presiding over that agenda item.
- Co-Chairs cite member misconduct when it occurs, and reprimand or dismiss members, if necessary.



Member Roles and Responsibilities

Secretary Responsibilities

- The Co-chairs ensure a CAC member serves as the Secretary for each regular and plenary meeting.
- This role may be rotated among CAC members.
- The principal may serve as the Secretary.
- The Secretary records meeting attendance.
- The Secretary briefly summarizes the proceedings of the meeting.



Member Roles and Responsibilities

Member Responsibilities

- Members are courteous at all times.
- Members wait to be recognized by the presiding Co-Chair before speaking during meetings.
- Members respect the order maintained by the Co-Chairs.
- Members maintain reasonably regular meetings attendance. More than three unexcused absences within a one-year period may result in dismissal.
- Members avoid speaking on behalf of the Council unless authorized by the Council, and avoid speaking on behalf of the district unless authorized by the district.
- Members are encouraged to share their opinions and give advice on how they feel the CAC, campus, and District can improve.
- Members do not use their position to gain or attempt to gain an *undue advantage* for themselves or anyone else.
- Members refrain from any discussion or decisions where they may have a *conflict of interest* due to monetary connections to the matter.
- Members strive to be excellent representatives of their Council and Campus, and give informed and thoughtful advice to the principal about the importance of issues discussed by the Council.



Confirmation of Training

Alisd Thanks you for reviewing our CAC training module.

Please validate your participation in the training by clicking on the link below for acknowledgement.

[Verification Form](#)

