

## Norfolk SEPAC Role (Board) Eligibility Requirements

Eligibility for the SEPAC Board and Parent Outreach roles shall be limited to any general member who is:

- a Norfolk resident and a parent/guardian of a student in the Special Education Department and;
- who has attended at least one previous Norfolk SEPAC meeting in the past 12 months.

### Secretary

- Post meetings, agendas, and approved minutes according to open meeting law.
- Record and post minutes of business meetings.
- Coordinate the approval of the meeting minutes in a timely manner.
- Maintain attendance log for purposes of voting membership.

### Parent Outreach Coordinator(s)

- Increase communication and collaboration between SEPAC and Norfolk community organizations (PTO, Lions, NCL).
- Attend at least 1 SEPAC General Meeting and Volunteer for at least one SEPAC Workshop or Event

### Event Chairs for the following events:

- Trunk or Treat
- Parent Socials
- Friends of SEPAC 5K
- Friends of SEPAC Food Truck Event

Please contact [norfolksepac@gmail.com](mailto:norfolksepac@gmail.com) if you are interested in joining