



MEDWAY SEPAC

Wednesday, May 1, 2024

Medway SEPAC Board Election – 7pm – In person @ Medway Middle School Presentation Room, 45 Holliston Street

1. Vote on Medway SEPAC Board Members for 2024-2025 School Year
 - a. Co-Chair 1
 - b. Co-Chair 2
 - c. Secretary
 - d. Treasurer

Duties of Officers:

The 2 Co-Chairs are responsible for: sending the agenda for each meeting; presiding at all meetings of the MSEPAC; creating subcommittees, as needed; appointing and monitoring subcommittees, as per Article 7; Appointing liaisons; Acting, or designating to act, as the liaison with the Massachusetts Department of Education, MASSPAC, Medway Director of Student Services, the Medway School Committee, and any organization for which there is no appointed liaison; and coordinating all communications between the MSEPAC and its membership. In the event of an even-numbered quorum, the Chair or Acting Chair shall abstain from voting. Ensuring that all documents necessary for the proper functioning of the organization are complete, accurate and on file in a timely manner including public meeting notices, all state and federal tax and other forms required by applicable governmental jurisdictions; acting as the Election Coordinator in the event that there is no volunteer to fulfill the role, and in accordance with Article 5.2.2.

The Secretary is responsible for: co-coordinating the preparation and filing of the minutes of the MSEPAC and its subcommittees; receiving, reviewing and distributing, as appropriate, all correspondence to and from the MSEPAC; preparing periodic reports for the MSEPAC, the Special Education Administration and others as necessary or as directed by the Chair regarding MSEPAC activities and needs; and acting as the Election Coordinator for Special Elections in the event that any other office becomes vacant mid-term, as outlined in with 5.2.1.

The Treasurer is responsible for: managing and accounting for all funds collected, donated, and spent by MSEPAC; communicating directly with the business office; coordinating all applications for grants, donations, reimbursements or any other funds for which the MSEPAC may be eligible; coordinating with the Co-Chairs the filing of any tax and/or regulatory-related documents; and coordinating all fund raising activities.