

Triton SEPAC Board Members

Co-Chair:

- Plan and facilitate SEPAC meetings
- Draft agendas
- Lead the development of yearly objectives & calendar
- Maintain communication with all SEPAC board members
- Oversee all activities, fundraisers, workshops and presentations
- Act as liaison with district school officials and representatives
- Advise the district on matters pertaining to the education and safety of special needs students
- Attend and represent SEPAC at all district/town meetings as necessary
- Develop resources and sub-committees for the many disabilities represented in our district

Vice Chair:

- Assist with any and all Chair responsibilities as needed
- Oversee and communicate with liaisons from district schools
- Plan, attend unofficial SEPAC member meetings, such as coffee and conversations
- Assist with all events

Treasurer:

- Manage annual budget
- Work with the board to prioritize key expenses
- Provide expense reports and updates on budgets at all meetings

Secretary of Technology:

- Oversee all social media, email and website
- Post events and other content to social media
- Assist Chair and Vice Chair with all communication and development of advertisement's pertaining to events and SEPAC business.

Secretary of Records:

- Record and distribute meeting minutes
- Maintain meeting minutes and all SEPAC documents
- Count/record votes
- Maintain attendance logs

School Liaisons:

- Attend all P.T.A and other school events as a representative of the Triton SEPAC
- Communicate all developments, concerns, important information between Triton SEPAC and your school of representation
- Attend informal SEPAC meetings (coffee & conversations)
- Must be involved in the school your child attends and willing to represent SEPAC at every available event