

PCEP EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

The Executive Committee of PCEP serves as an advisory group to both parents and administration. The Executive Committee consists of the President, Vice-President of Classrooms, Vice-President of Committees, Secretary, Treasurer and Principal. The group is required to meet no less than 2 times monthly, but generally plans to meet every week.

The primary responsibility of the Executive Committee is to provide oversight and administration of policies and procedures established by the PCEP and to develop and clarify proposals which are then brought before the Board for discussion and approval. Members of the Executive Committee must be knowledgeable about the past history and practices of PCEP, understand and support the Bylaws, and be familiar with all current PCEP policies and guidelines. The Executive Committee shall use all diligence to discover how these and any proposed practices align with applicable statutes, regulations and policies of various legal or regulatory entities, including the IRS, and appropriate state and local agencies. If any discrepancy is discovered, it is the responsibility of the Executive Committee to recommend to the Board specific changes to meet the requirements as needed.

Members of the Executive Committee, as officers of the PCEP, have a legal, fiduciary responsibility to obey all rules and regulations regarding their position. They must carefully review the monthly Treasurer reports and be aware at all times of the financial health of PCEP. Individuals on the Executive Committee must be available to attend district meetings to articulate PCEP concerns and positions.

The Executive Committee serves as a liaison between the Principal and the parent group regarding district policies, issues affecting Maplewood PCEP, and staff and parent concerns. Pertinent, confidential information regarding specific parental involvement will be discussed with recommendations given for action, either by the Principal or by a member of the Executive Committee. Classroom Participation Exemption requests are brought to the Executive Committee for consideration and/or approval. Advice and recommendations for communication are given to the Principal for issues to be brought to the Board or Parent group.

Any proposed change to existing PCEP policy or the addition of a new practice or procedure must be presented in writing and in person to the Executive Committee for review prior to its discussion with the Board. The Executive Committee reviews the written proposal for its alignment with applicable policies, guidelines, statutes and regulations and makes suggestions for improvement and clarity of the proposal for presentation to the PCEP Board for its approval.

The Executive Committee has no authority to institute new policies or procedures. Its role is administrative and advisory. The decision-making power of the PCEP rests in the Board and the Parent group.

The President, along with the rest of the Executive Committee, prepares the agenda for both the Board and Parent meetings and discusses and reviews previous meetings. Persons wishing to address either the Board of the Parent group should contact the Executive Committee to determine their place on the agenda. The Executive Committee is to act as a gatekeeper to screen individuals or groups seeking access to the parent group (e.g. individuals or groups seeking to market goods or services).

Members of the Executive Committee must be approachable, effective communicators, advocates for the PCEP program, and be able to handle confidential information with the utmost discretion. They must be willing to abide by all PCEP policies and to enforce and defend those policies until amended by the Parent group. At all times members of the Executive Committee must be positive representatives of the PCEP program.