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## CAC Training Video Summary: Member Roles and Responsibilities

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**Relevant  
Resources**

- Training video: [English](#) and [Spanish](#)
  - CAC Membership Application: [English](#) and [Spanish](#)
  - The Missing Link flyer encourages community members to apply to become CAC members: [English](#) and [Spanish](#)
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**Officer Elections**

- At the first meeting of the year in August, the Council seats new members and elects officers from the voting members.
  - If there is no competition, an election is not required.
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**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. [Self-training resources are available here.](#)
  - The principal and the Co-chairs work together to develop monthly meeting agendas. [Sample Agendas are available here.](#)
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**Co-chair  
Responsibilities**

- Co-chairs run the meetings, maintain basic parliamentary procedure, and follow [standard guidelines for visitors and citizens communications.](#)
  - Co-chairs facilitate member participation and pace meetings to ensure business gets done.
  - 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.
  - Future training videos topics relevant to Co-chairs will include Facilitating and Leading, Parliamentary Procedure and The Meeting Process, and Effective Conflict Resolution.
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**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
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**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 meeting 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 decision 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 important issues discussed by the Council.
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**Additional Resources**

- If any officers exhibit poor attendance, misconduct, or undue advantage, please contact the District's CAC Coordinator.
  - You can find more resources, including training videos, publicity flyers, and sample agendas on our CAC website: [www.austinisd.org/advisory-bodies/cac/additional-resources](http://www.austinisd.org/advisory-bodies/cac/additional-resources)
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