



Community Advisory Committee Representative Volunteer Description

Purpose of the CAC

The Community Advisory Committee is an advisory committee to the East San Gabriel Valley Special Education Local Plan Area (SELPA). The purpose of the CAC is to provide information and resources to families of children with special needs including available services in the district, and additional services outside the district such as regional centers, parent disability information groups, and other community activities. To help collect and provide information regarding parent support groups meeting in the community and to build parenting and educational skills in working with students with special needs. In addition, the CAC is to promote positive educational system change and improvement.

Membership and Appointment:

CAC Members are required to attend all business meetings and the community presentation unless an excused absence is given. Alternates are required to attend when their representative is unavailable. Alternates can attend regularly, however, they will not have voting power, unless one of their representatives is not present. Term of membership is for two years and members are appointed by the Special Education Director of their school district and voted in by the respective governing boards.

Duties of CAC Members:

1. To give input in the CAC Business Meeting and to cast votes as needed.
2. To establish working relationships with the local school boards and Special Education Directors.
3. To attend local school board meetings when possible, receive a board packet, give public input as necessary, and gather information regarding local school board actions and report this information to the CAC.
4. To serve as a liaison between the districts and parents.
5. To encourage attendance and recruitment for the CAC.

6. To support activities on behalf of students with special needs in the local school district in accordance with the purposes of the SELPA and the CAC.
7. To be familiar with programs operated by the local school district.
8. To represent all programs available to special education individuals within the entire SELPA.
9. To be familiar with both State and Federal laws and regulations as they apply to children with exceptional needs.

MONTHLY CAC MEMBER REPORTS 2021-2022

(Members share on any of the following responsibilities that you've addressed)

Annual

1. **Review Annual Budget and Service Plan as needed.** (LP Section B, Page B9, Item 6)
 - Provide input and recommendations as needed.
2. **Volunteer for a minimum of one CAC Parent Training.** (LP SPP200 # 4)
 - Promote our meetings within parent groups in your district.
 - Invite parents to attend business meetings as well as trainings
3. **Connect with local agencies by attending their trainings.** (LP SPP200 #4)
 - Inform groups about the CAC and our service for districts within the SELPA.
 - Be a liaison for your district's or Charter school parents by connecting with them to parent organizations.

Monthly

1. **Share new local events or resources for the newsletter/social media.**
 - Report on your staffing of events and/or parent advocacy opportunities.
 - Did you share our newsletter, flyers, or promote email sign ups in your LEA.
2. **What is your school district or charter school doing now and what is needed?**
 - Programs
 - Activities
3. **How are you supporting parents in your LEA?**

***LP = CAC member responsibilities from the Local Plan, Revised January 2020.**

***Duties of Membership: Bylaws Revised 2015**