

## **Academy Parent Council Operating Procedures**

**Overview:** The Academy Parents Council is a parent volunteer organization. Our work is inspired by and supports The Academy's mission. The APC mission is to support and strengthen the Academy community. All Academy family members are members of the APC.

The Purpose of the APC is to:

- Represent parents' interests officially to the school
- Encourage more connections between families of AAC students
- Support school and faculty

**Meetings:** The APC meets approximately four times a year, rotating the meeting location in an effort to facilitate parent attendance in places farther from the school: western Franklin County, central Franklin County, and Hampshire County, to be accessible to all parents.

Specific locations will be announced, and may include the Academy campus, Academy family member's houses, and public locations. We like to eat treats while we meet!

Meetings are posted on the school calendar and announced in the Bulletin. Meeting notes will be sent to Class Parents and be posted on the website.

**Attendance:** Any family member of an Academy student is welcome at APC meetings. Faculty and members of the school's Board of Trustees are encouraged to attend several meetings a year to keep the parent body informed of issues and visions and to listen to thoughts and concerns of the council. Class Parents are also encouraged to attend to share information from their class.

**Leadership:** An APC Chair or Co-Chairs will be elected at the last meeting of every school year by those in attendance at that meeting. The term is for one year. Co-Chairs are responsible for meeting facilitation and minute-taking.

**Agendas:** Any Academy parent or staff person may suggest an agenda item to the Co-Chairs before an APC meeting. Meetings agendas should always include a financial update on the APC's current available funding and pending requests for spending.

*Adopted on September 29, 2014*