

Harlem Academy Day Care Center

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President Duties for Harlem Academy

- Conduct monthly parent meetings
- Promote and encourage volunteering for the center.
 - Attend Policy Council Meetings.
- Lead and plan meetings along with parent committee.
 - Encourage parents to attend parent meetings.
 - Up keep bulletin boards monthly.
 - Assist with food preparation for meetings.
 - Appoint tasks to members.

Vice President Duties for Harlem Academy

- To assist as an aide to the President.
- To replace the president in case of absence. (Policy Council etc.,)
 - To become the President if that office becomes vacant.
 - Assist President with duties assigned.
 - plan meetings along with parent committee.

Secretary Duties for Harlem Academy

- Keeper of records and assistant to the President.
 - Review and approved the minutes.
- Create the agendas for the upcoming meetings.
 - Keep records of committee members.
- Keep parent informed of in-kind and classroom attendance.
 - Plan meetings along with parent committee.

Duties of Policy Council Officers

The President

Duties of the President:

- ✦ Basic knowledge of parliamentary procedures "Robert's Rules of Order" and how to use them.
- ✦ Knowledge of the RCMA mission, philosophy and goals.
- ✦ Know how to plan and conduct a meeting. Help plan and approve monthly Policy Council agendas.
- ✦ Be familiar with the Policy Council by-laws and other rules of the Council.
- ✦ Know what the other officers are supposed to do.
- ✦ Be prepared to assist other officers in their duties.
- ✦ Serve as an RCMA Board member and attend the five scheduled Board meetings each year.
- ✦ Practice the basic principles of parliamentary law:
 - Courtesy to all
 - Discuss one item at a time
 - Majority rule with respect for the rights of the minority
- ✦ Participate in the review of the *Administration* portion of the PRISM* during the Head Start annual self-assessment. This review will be conducted at the Rollason Center in Immokalee.

Remember: The president cannot make a motion.
The president cannot offer his/her opinion on a motion unless he/she leaves the "chair" by having another officer temporarily take his/her place.

The Vice-President

Duties of the Vice-President:

- ✦ To serve as an aide to the president.
- ✦ To preside when the president is absent or at the request of the president.
- ✦ To become the president if that office becomes vacant unless the by-laws state otherwise.
- ✦ Present the Enrollment and Attendance reports at the monthly Policy Council meetings.
- ✦ Serve as an RCMA Board member and attend the five scheduled Board meetings each year.
- ✦ Be familiar with all the duties of the president, have a copy of the agenda for the meeting and be prepared to preside.
- ✦ Participate in the review of the *Fiscal* portion of the PRISM* during the Head Start annual self-assessment. This review will be conducted at the Rollason Center in Immokalee.