**Who is responsible for this?**

**Directions:** In the space next to each responsibility, write **C** for Chairperson, **V** for Vice-chairperson, **P** for Parliamentarian, **S** for Secretary, and **A** for all members of School Site Council, to indicate who is responsible.

\_\_\_\_ 1. Calls the meeting to order

\_\_\_\_ 2. Records events and actions taken at Council meetings

\_\_\_\_ 3. Follows the norms

\_\_\_\_ 4. Responsible for reviewing the Single Plan for Student Achievement

\_\_\_\_ 5. Recognizes people who wish to speak at Council meetings

\_\_\_\_ 6. Checks *Robert’s Rules of Order*, or other similar guide

\_\_\_\_ 7. Serves in the Chair’s absence

\_\_\_\_ 8. Considers and analyzes data to inform future decisions regarding the SPSA

\_\_\_\_ 9. Explains the effect of each motion being considered

\_\_\_\_ 10. Announces the results of voting

\_\_\_\_ 11. Signs/dates the minutes

\_\_\_\_ 12. Provides expertise on the Greene Act and bylaws

\_\_\_\_ 13. Is the possible successor to the Chair

\_\_\_\_ 14. Submits minutes to the school staff

\_\_\_\_ 15. Ensures the meetings start and end on time