



# Alliance Margaret M. Bloomfield High School

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7907 Santa Fe Avenue Huntington Park, CA 90255

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## Parent Leadership Committee Roles

**President-** Work to ensure meeting agenda is being heard to and executed.

Works with Secretary to review meeting notes to approve and post.

Presents suggestions to PES for agenda topics.

Presents suggestions for agenda items on school wide events.

Promotes positive school culture and parent involvement.

Presents parent concerns to PES.

Speaks at Town Halls about Bi-monthly meetings and any events being organized by PLC.

Reaches out to local businesses for donations.

**Vice President-** Main role is to provide suggestions to PES and increase parent participation in school wide Events.

Assist President when President cannot attend meetings.

**Secretary-** Take notes at meetings, remind committee of meetings.

**Parliamentary-** Keeps order in the meetings, makes sure members stay on task.

**Event Coordinator-** Plans out events, makes sure events go out as planned.

Assigns members to a task.

Reaches out to parents for donations to use on day of events.