

# BRIC Special Education Advisory Committee

## Member Job Description

### PURPOSE

---

The purpose of the Special Education Advisory Committee (SEAC) is to assure parental input into the decision-making process of the Bemidji Regional Interdistrict Council. The SEAC:

- Supports the BRIC mission to ensure the provision of appropriate, comprehensive, and quality services to identified children and their families within its member districts.
- Advocates for the high quality programs and services necessary to effectively and efficiently meet the needs of all children with disabilities and their families.
- Assists BRIC and its member districts in identifying needs and pro-actively supporting the development and implementation of programs and services to meet those needs.
- Encourages and facilitates communication and mutual support among students, parents, school personnel, and persons in the greater community.

### PRIMARY RESPONSIBILITIES

---

BRIC SEAC Members will:

- Review and abide by the SEAC standard operating procedures
- Prepare for and attend scheduled meetings by reading SEAC agendas, minutes, reports, and related materials; providing requested input prior to meetings; and coming prepared to discuss agenda items using relevant examples or supporting information.
- Participate in meetings by: providing requested feedback, contributing ideas for solutions, identifying barriers or challenges experienced by families, representing family or school concerns, focusing on student need as a group rather than on individual student concerns, sharing personal experiences as they relate to decisions regarding policies and procedures, and asking clarifying questions.
- Encourage parent involvement and participation by participating in community awareness activities and sharing information with families in their member district.
- Work collaboratively with the school district, special education director, school personnel, and SEAC parent and community members to fulfill the SEAC's purpose and mission.

### MEETING SCHEDULE

---

The BRIC SEAC will meet at least annually. Meetings will be held in the Conference Room of the BRIC Offices in Bemidji with teleconference and videoconference attendance available by member request. Members will be contacted regarding the specific times and dates of SEAC meetings.