



Norfolk Special Education  
Parents Advisory Council

Join  
US!

### What is SEPAC?

The Norfolk SEPAC is run by volunteer Norfolk parents and provides a great support system for families with all types of needs. We offer educational presentations, resources, information on the IEP process, and opportunities for parents and students to connect in a supportive and inclusive environment.

### Why Join Us?

**Advocate:** Help shape the policies and programs that impact our children.

**Connect:** Meet other families navigating the IEP and 504 process.

**Learn:** Gain access to workshops on transition planning, rights, literacy, executive function, social skills and more

**Collaborate:** Build a bridge between home and the district administration.

### How you can help!

Whether you have five minutes or five hours, there is a place for you.

**[CLICK HERE FOR VOLUNTEER OPPORTUNITES](#)**

Join our monthly meetings, help plan an event, or simply sign up for our mailing list to stay informed.

### Get Involved!

**NEXT MEETING: APRIL 9, 2026 AT 7:00 PM**

**LOCATION: FREEMAN KENNEDY LIBRARY**

**[HTTPS://WWW.NORFOLKSEPAC.ORG/](https://www.norfolksepac.org/)**

# UPCOMING ELECTIONS

## OPEN BOARD POSITIONS

### Co-Chair A

- Act as liaison between the SEPAC and the Norfolk Special Education Department with regular communications with the Special Education Director.
- Coordinate the work of the SEPAC Board members and committees.
- Coordinate all public communications and communications to SEPAC members, not including those communications that are the responsibility of the Secretary.

### Co-Chair B

- Act as liaison between SEPAC and the other Norfolk groups (i.e. PTO, Norfolk School Committee, Rec. Department/Lions).
- Maintain compliance with Bylaws and state mandated PAC legislation
- Manage email account

### Chair of Operations

- Coordinate with third parties (i.e. town offices and school facilities) as needed for programs, workshops and events
- Coordinate volunteers and vendors to help plan, manage, organize and implement programs, workshops and events

### Chair of Marketing

- Support in marketing upcoming programs, events, and workshops, etc. (i.e. create flyers)
- Coordinate with Chair of Technology on marketing strategy for upcoming programs, workshops, and events

### Chair of Technology

- Maintain the Norfolk SEPAC website
- Maintain Norfolk SEPAC social media

### Chair of Finance

- Direct accounting operations including oversight of accounts payable and receivable, and maintenance of the general ledger
- Prepare, analyze and present financial reports (income statements and balance sheets) in an accurate and timely manner
- Maintain shared grant reporting calendar due dates and submissions, including all required financial
- Deliverables as stated per grant awards and contracts
- Oversee/maintain tax status with IRS

### Secretary

- Prepare initial agenda for each General meeting with input from Board
- Post meetings, agendas, and approved minutes
- Coordinate the approval of the meeting minutes in a timely manner

### Fundraising/Volunteer Coordinator

- Coordinate fundraising efforts across SEPAC workshops and events as needed
- Solicit volunteers for SEPAC workshops and events as needed