Responsibilities of Building EDC Chairperson

1. Create a regular, monthly meeting schedule (date, time, and location) for Building EDC meetings for the year. Post this schedule in a place for all members to see and remind members of upcoming meetings each month.

2. Keep records of all members in attendance for each meeting.

3. Create a regular, monthly meeting schedule (date, time, and location) with the Building Principal to discuss issues.

4. Within 2 days of a Building EDC meeting, send an email to the Building Principal and copy all members who were in attendance at that month’s Building EDC meeting. This email should include a list of issues brought up at the Building EDC meeting to be discussed.

5. Within 2 days of meeting with the Building Principal, email all building unit members and the Building Principal, with the resolution of each issue.

6. Unresolved issues should be sent via email to Patricia Anderson, Secretary for Assistant Superintendent Jose Carrion, using the attached form. This will allow the “Central” EDC to consider each issue. Please be aware of the deadline for submission of issues to the “Central” EDC each month.

7. Forward all responses from the “Central” EDC to the rest of the building unit members.