

SHAC Orientation

SHAC is an “Advisory” committee.

SHAC will:

- Serve as an ‘advisory committee’ that supports Coordinated School Health Program
- Establish Bylaws
- Establish name for committee
- Establish vision/mission of SHAC
- Conduct an assessment of needs for the district
- Hold regular meetings
- Support and comply with school mandates and requirements

SHAC BYLAWS: Each SHAC should have written bylaws that clarify purpose, structure and operational procedures. **Below are the items to consider:**

- 1. Name and purpose of SHAC:**
 - a. Name of Committee (example: Chico ISD SHAC Advisory Committee)
- 2. Membership:**
 - a. Membership well defined, such as; number of members and community sectors to be represented, criteria for appointment, etc.
- 3. Meetings:**
 - a. Frequency, date and location, notification of meetings, Robert’s Rules of Order to govern and conduct meetings, agendas, posting minutes and agendas on school’s website, etc.
- 4. Officers:**
 - a. Titles and responsibilities- Chair, vice-chair, secretary, terms, etc.
- 5. Voting Procedures:**
 - a. Voting process and quorum required at regular meeting
- 6. Committees:**
 - a. Many SHACs appoint committees to carry out specific actions
- 7. Communications:**
 - a. Reporting procedures for internal and external communication should be clearly stated (who should receive reports, process required to develop and deliver them, etc.)