

3040.4
COMMITTEES

Education Committee Chair
Job Description
(approved 10/07; 1/10, 4/11; 1/13; 8/13; 6/15; 8/16)

It is the responsibility of the education committee chair to oversee the work of this committee. The goal of the education committee is to share resources with parents, educators, administrators, and the community at large to support best practices in the education of gifted and talented children. The committee chair is a board member who designates a committee.

General duties:

1. To oversee the creation of the annual action plan, which includes committee goals, activities, timeline for those activities, and budget.
2. To submit the annual action plan to the president for review.
3. To prepare a final draft of the committee's annual action plan for submission to the board of directors at its January board meeting.
4. To hold committee meetings for the purpose of accomplishing the activities enumerated in the committee's approved annual action plan.
5. To solicit the help of the president and/or board of directors to meet goals outlined in the annual action plan.
6. To stay current on critical issues that might affect the education of gifted students.
7. To recommend policy and/or action concerning critical issues that might affect the education of gifted students.
8. With board approval, to take action concerning critical issues that might affect the education of gifted students.
9. To attend meetings as called by the president.

10. To maintain an action plan copy and copies of other important documents to be passed on to the next chair.