

## COMMITTEE CHAIR JOB DESCRIPTIONS

(approved 1/99; 11/06; 10/07; 1/08; 1/10; 4/11; 1/13; 6/15; 8/16' 9/17)

## 3040.1 AWARDS AND SCHOLARSHIPS (approved 1/08; 1/10; 10/10; 6/15)

## Chair Job Description

The chair of the awards and scholarships committee, a board member, shall oversee the work of this committee

Overarching goal: To initiate the application process for scholarships and coordinate the recognition of scholarship and award recipients.

## General duties:

1. To report timeline at the January board of directors' meeting.
2. To prepare scholarship applications.
3. To select scholarship recipients.
4. To inform recipients with details of how to use the scholarship.
5. To prepare a short bio (picture and short paragraph) to be included in the convention program book.
6. To initiate and/or coordinate other recognition opportunities.
7. To maintain copies of important documents to be passed on to the next chair.

## 3040.2 BUILDING THE NETWORK (approved 8/16)

## Chair Job Description

The chair of the building the network committee shall oversee the work of the committee.

Overarching goal: To create and sustain a coalition of stakeholders, including but not limited to parents, educators, and community leaders, that advocates to meet the needs of gifted children in Illinois.

## General duties:

1. To oversee the creation of the annual action plan which includes committee goals, activities, a 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 the goals as outlined in the annual action plan.
6. To promote membership as outlined in the action plan.
7. To seek out methods for collaboration with universities, private schools, private sector businesses, other professional organizations and other stakeholders to understand and advocate to meet the needs of gifted children in Illinois.
8. To attend meetings as called by the president.
9. To maintain an action plan copy and copies of other important documents to be passed on to the next chair.

## 3040.3 CONVENTION (approved 1/99; 1/10; 6/15; 8/16)

## Convention Committee Chair(s)

## Job Description

The convention committee chair(s), hired or appointed by the board, shall oversee the work of this committee.

Overarching goal: to provide an annual convention that supports the goals of the corporation.

The committee consists of the chair(s), the board of directors, and other members.

General duties:

1. To obtain a site and date at least one year in advance of the convention.
2. To create a roster of committee chairs.
3. To create a call for proposals form to be used for local presenters.
4. To oversee all aspects of the convention.
5. To prepare a budget of income and expenditures.
6. To present a final evaluation to the board of directors.
7. To maintain copies of important documents to be passed on to the next chair.

#### 3040.4 EDUCATION (approved 10/07; 1/10, 4/11; 1/13; 8/13; 6/15; 8/16)

##### Chair Job Description

The chair of the education committee shall oversee the work of this committee.

Overarching goal: To share resources with parents, educators, administrators, and the community at large to support best practices in the education of gifted and talented children.

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.

#### 3040.5 EXECUTIVE (approved 1/99; 1/10; 10/10; 6/15; 9/17)

##### Chair Job Description

The chair of the executive committee is the president of the organization. He or she shall oversee the work of this committee.

Overarching goal: to coordinate the initiatives and operations of the corporation and to present a slate of candidates for elections. The committee consists of the president, president-elect, past-president and treasurer.

General duties:

1. To present recommendations regarding personnel issues.
2. To prepare a slate of candidates to run for the board of directors and the positions of president, president-elect, secretary and treasurer. President-elect will facilitate this process.
3. To support the president-elect with creating a slate of candidates for the board in July.
4. To support the distribution of the ballot to all members in the fall.
5. To contact newly elected candidates and invite them to the first meeting of the year.
6. To provide all board members with their job description and other related information.
7. To maintain copies of important documents to be passed on to the next chair.

#### 3040.6 FINANCE (approved 1/99; 6/15; 9/17)

Chair Job Description

The treasurer of the corporation serves as chair of the finance committee and oversees the work of this committee.

Overarching goal: to oversee the financial operations of the corporation. The committee consists of the treasurer and the executive committee.

General duties:

1. To call meetings to review financial decisions and operations.
2. To maintain copies of all financial transactions to be passed on to the next treasurer.

#### 3040.7 PAST PRESIDENTS (approved 1/13; 8/13; 6/15)

Chair Job Description

The immediate past president shall serve as chair and oversee the work of this committee.

The past presidents of the organization shall be members and other professionals shall be invited as determined by the committee.

Overarching goal: to support the mission and vision of the corporation.

General duties:

1. To oversee the creation of the annual action plan which includes committee goals, activities, a 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 attend meetings as called by the president.
7. To maintain an action plan copy and copies of other important documents to be passed on to the next chair.

#### 3040.8 POLICY (approved 1/99; 1/10; 10/10; 8/13; 6/15; 9/17)

Chair Job Description

The past president of the organization shall serve as chair and oversee the work of the policy committee. The committee consists of the past president and executive committee.

Overarching goal: to review and maintain the policy manual and recommend changes to the board of directors.

General duties:

1. To review the policy manual annually and recommend changes to the board.
2. To present policy recommendations, as per the following timeline:
  - April - 1000, 2000, 3000
  - July - 4000, 5000, 6000
  - October - 7000, 8000, 9000, 10000
3. To resolve questions related to policy
4. To maintain copies of important documents to be passed on to the next chair.

3040.9 STATE INITIATIVES (approved 8/16)

Chair Job Description: The chair of the state initiatives committee shall oversee the work of the committee.

Overarching goal: To advocate and educate decision makers and stakeholders at the state level of the necessity for implementing policies and best practices in providing appropriate educational opportunities for all gifted children in Illinois.

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 which might affect the education of gifted students.
7. To recommend policy and/or action concerning critical issues which might affect the education of gifted students.
8. With board approval, to take action concerning critical issues which might affect the education of gifted students.
9. To collaborate with NAGC on national advocacy issues.
10. To attend meetings as called by the president.
11. To maintain an action plan copy and copies of other important documents to be passed on to the next chair.