

COMMITTEE CHAIR JOB DESCRIPTIONS

(approved 1/99; 11/06; 10/07; 1/08; 1/10; 10/10; 4/11; 1/13; 8/13; 6/15; 8/16; 10/17; 9/18; 1/19; 11/20; 4/21)

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 conference 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 COMMITTEE (approved 8/16; 11/20; 4/21)

Chair Job Description: The chairs 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 attend the Quarterly Education and Policy & Advocacy Committee meetings to understand needs and objectives.
2. To meet with the executive director quarterly to review the membership/contact list and identify areas for growth.
3. To meet with the Building the Network committee members 2-4 times/year to oversee committee work to strategically update and expand membership and contact lists for the organization and to provide an updated list of suggested contacts/members to the executive director.
4. To explore funding opportunities and engage in outreach (with approval of executive director) to pursue potential sponsors/fundraising opportunities.
5. To oversee the creation of the annual action plan which includes committee goals, activities, a timeline for those activities, and budget.
6. To submit the annual action plan to the president for review.

7. To prepare a final draft of the committee's annual action plan for submission to the board of directors at its Strategic Planning Meeting.
8. To hold committee meetings for the purpose of accomplishing the activities enumerated in the committee's approved annual action plan.
9. To solicit the help of the president, executive director, and/or board of directors to meet the goals as outlined in the annual action plan.
10. To promote membership as outlined in the action plan.
11. To seek out methods for collaboration with parents, public schools, 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.
12. To attend meetings as called by the president.
13. To annually review the membership list and oversee process for updating contacts to maintain the membership list.
14. To maintain an action plan copy and copies of other documents to be passed on to the next chair.

#### 3040.3 CONFERENCE (approved 1/99; 1/10; 6/15; 8/16; 1/19; 11/20)

##### Conference Committee Chair(s) Job Description

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

Overarching goal: to provide an annual conference 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 conference.
2. To create a working committee that supports the planning and execution of the conference..
3. To create a call for proposals form to be used for local presenters.
4. To oversee all aspects of the conference in collaboration with the executive director.
5. To work with the treasurer 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; 4/21)

##### 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 meet with the executive director quarterly to review programs, critical issues affecting education of gifted students, and to review and update information and resources provided on the Parent and Educator pages of the website.
8. To recommend policy and/or action concerning critical issues that might affect the education of gifted students.
9. With board approval, to take action concerning critical issues that might affect the education of gifted students.
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.

3040.5 EXECUTIVE (approved 1/99; 1/10; 10/10; 6/15; 10/17; 1/19; 11/20)

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, oversee the financial 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 oversee and/or conduct the hiring of office support staff and the executive director, review the annual performance of the executive director, and assist with personnel issue as needed.
2. To provide oversight to all financial matters, including reviewing and approving the annual budget prior to its presentation to the board of directors for a vote, overseeing and guiding the organization's investments, and reviewing major expenses and revenue-generating activities.
3. To support the past president with creating a slate of candidates for open officer and board positions to present to the board.
4. To support the distribution of the ballot to all members in the fall.
5. To select committee chairs with input from members.
6. To contact newly elected candidates and invite them to the first meeting of the year.
7. To create and/or review annually and distribute job descriptions and other related information to all board members, officers, and organization employees.
8. To plan the content and prepare the agenda for board meetings, including items that require board votes and

approval, with input from members.

9. To maintain copies of important documents and financial transactions to be passed on to the next chair.

#### 3040.6 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 hold committee meetings for the purpose of accomplishing the activities enumerated in the committee's approved action plan.
2. To attend meetings as called by the president.

#### 3040.7 POLICY OF CORPORATION (approved 1/99; 1/10; 10/10; 8/13; 6/15; 10/17; 1/19; 11/20)

##### 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, executive committee, and other board members or volunteers.

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:
  - Spring - 4000, 5000, 6000
  - Summer- 7000, 8000, 9000, 10000
  - Fall - 1000, 2000, 3000
3. To resolve questions related to policy.
4. To maintain copies of important documents to be passed on to the next chair.

#### 3040.8 POLICY AND ADVOCACY (approved 8/16; 1/19; 4/21)

Chair(s) Job Description: The chair(s) of the policy and advocacy 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. To meet with the executive director quarterly to review progress, policies and legislation affecting education of gifted students, and to review and update information and resources provided on the Parent and Educator pages of the website.
9. With board approval, to take action concerning critical issues that might affect the education of gifted students.
10. To collaborate with NAGC on national advocacy issues.
11. To attend meetings as called by the president.
12. To maintain an action plan copy and copies of other important documents to be passed on to the next chair.



