



## **MAGC STANDING COMMITTEES AND OFFICER RESPONSIBILITIES**

The following standing committees may be appointed by the sitting president: Advisory Board, Affiliates, Assessment, Awards/Scholarships, Bylaws/Policies, Conference, Counseling Curriculum, Legislative, Membership, Public Relations, Publications, Staff Development, Supportive Funding, and Task Force.

### **Duties of Standing Committees**

**Advisory Board Chair:** The advisory board chair shall disseminate an annual report on the state of the Association to advisory board members and conduct an annual meeting during the conference at which the progress and future directions of the Association will be discussed. Additional meetings of the advisory board may be called, as needed.

**Affiliates:** The affiliate committee shall establish on-going communication with parent affiliate groups, foster development of parent affiliate groups in school districts across the state and assist affiliate groups in developing a network of support for parents of gifted children. Regional affiliate committee co-chairs may be established to foster the development of new groups, provide support as needed and encourage communication between local parent affiliate groups and the Association.

**Awards/Scholarships:** The awards/scholarships committee shall seek, advertise through the website and member notifications, and process applications for awards, scholarships, and grants as established by the Association and shall make said recommendations to the Executive Board for approval. Chairperson: Vice President.

**Bylaws/Policies:** The bylaws/policies committee shall review the *Constitution and Bylaws* and *Policies and Procedures* annually and recommend needed changes to the Executive Board. Chairperson: Immediate past president or designee with the assistance of the Executive Director.

**Conference:** The conference committee shall assist the president-elect and vice president with conference responsibilities. One member of the conference committee may have responsibility for the vendors and exhibitors and shall coordinate plans for the vendor and exhibit space with the vice president and president elect.

**Curriculum:** The curriculum committee shall review current research data relative to appropriate program practice and curricular trends in gifted education and disseminate the information as appropriate.

**Legislative:** The legislative committee shall develop and execute a plan for advocacy for the Association to include a “Gifted Education Day at the Capitol” for the Association during the legislative session.

**Membership:** The membership committee will send renewal notices to all members who have not renewed membership by the end of the conference. The membership committee will develop a statewide plan for membership, maintain accurate records of the membership, and provide membership cards to new members.

Efforts should be made by the membership committee to develop corporate memberships as well as private/parochial school members. Efforts also should be made to establish memberships throughout the state. Toward this goal, it may be necessary to map the membership annually. This responsibility rests with the chairperson.

The membership committee shall present a plan for increasing membership to the Executive Board by the second called meeting after the annual conference.

**Public Relations:** The public relations committee shall develop a systematic plan for extended awareness to public and private sectors; shall promote the Association utilizing all media resources; and shall maintain historical records for the Association.

**Publications:** The publications committee shall publish a newsletter or maintain an online newsfeed and attend to other mass mailings or postings for the Association.

**Staff Development:** The staff development committee shall plan and execute training sessions for teacher groups upon request, as well as provide quality information on topics in gifted education.

**Supportive Funding:** The supportive funding committee shall develop an annual plan for a broader financial base through corporate sponsors, foundations, private funding, and fund-raising activities.

**Task Force:** Task force committees shall be short- and long-range planning committees to determine the prospective needs and directions of the Association.

### **Ad hoc Committees:**

Ad hoc committees may be established at the discretion of the president. As ad hoc committees are not recognized as standing committees, their chairmen have no votes in Executive Board meetings.

### **Special Committees:**

Special committees may be appointed by the president at any time to deal with specific matters. The special committee shall cease to exist after completion of the assigned task. Nominations [Section 2.1], Budget [Section 7.1], and Audit [Section 7.11]. As special committees are not recognized as standing committees, their chairmen have no votes in Executive Board Meetings.

## **DUTIES OF ELECTED OFFICERS**

**President:** President-elect annually ascends to the presidency, by action taken through amendment to the Constitution and By-laws. (2006)

The president shall preside at all meetings of the Executive Board and of the Association; perform all other duties as prescribed in the bylaws or assigned by the Executive Board; and coordinate the work of the officers and committee chairpersons. The president shall co-chair the Budget Committee with the president-elect and treasurer and to compile a working budget annually for the Association.

**President-Elect:** The president-elect shall be elected annually, act as an aide to the president; and perform duties of the president in the case of absence or inability to serve. The president-elect shall serve as chairperson of the conference committee and co-chair the budget committee with the president and treasurer to compile a working budget annually for the Association. (See MAGC Conference Planning Guide)

**Vice President:** The vice president shall be elected annually; assist the president-elect with the annual conference; and may be responsible for conference vendors/exhibitors. The vice president shall chair the awards/scholarship committee.

**Recording Secretary:** The recording secretary shall be elected in odd years for a two-year term, record the minutes of all meetings and perform such duties as may be delegated. Minutes of the meetings shall be submitted to the president, executive director and other members of the board for review in a timely manner prior to dissemination to the Executive Board for approval.

**Corresponding Secretary:** The corresponding secretary shall be elected in even years for a two-year term, shall manage all written correspondence and perform such duties as may be delegated.

**Treasurer:** The treasurer shall be elected bi-annually for a two-year term. The treasurer may serve an unlimited term by action taken through amendment to the Constitution and By-laws (2006).

The treasurer shall receive all money of the Association; keep an accurate record of receipts and disbursements; forward new memberships to the membership chairperson; co-chair the Budget Committee with the president and president-elect to compile a working budget annually for the Association; prepare the financial information for submission to the MAGC accounting firm for tax preparation; and make a full financial report at the annual conference.

**Immediate Past President:** The immediate past president or a designee shall serve as chairperson of the bylaws and policies committee and shall conduct an officers' training session in conjunction with the annual conference or the first Executive Board meeting thereafter.

## **Term of Office**

No officer, other than the treasurer, shall be eligible to serve more than one consecutive term in the same office.

Term of office for officers shall begin on the day following their election.

## **Vacancy in Office**

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

## **Code of Ethics**

Each member of the Executive Board is expected to continuously improve knowledge and performance in the field of gifted education and to abide by the standards set forth below.

Each member of the MAGC Executive Board agrees:

- To serve the MAGC and gifted education community to the best of their ability;
- To conduct themselves in a manner that brings credit upon the Association;
- To avoid conflicts of interest;
- To comply with all laws and Association policies;
- To uphold security of protected information;
- To remain informed and educated in the field of gifted education;
- To share knowledge and promote growth of the field through assisting those new to the field;
- To never influence others to breach this code; and
- To encourage others to follow and uphold this code.

Members are encouraged to report any infractions of this code to the Association. If the Executive Board deems legal action to be appropriate, the Executive Board shall report infractions of this code to the appropriate legal authorities.

## **Officers' Training**

An officers' training session shall be conducted by the outgoing president or designee in conjunction with the annual conference or at the first meeting of the new Executive Board in Association with the newly-elected president. Chairpersons of all standing committees should be involved in the training session.

## **Officers' Records**

Detailed checklists of duties and timelines should be developed and updated by each officer and standing committee chairperson. Accurate records of all correspondence and activities should be kept by each officer/chairperson in such a way that it may be passed on to the next person fulfilling that position.

## **Officers' Evaluation**

An evaluation of the year should be made by each officer as they complete a term. The evaluation should include a statement regarding each activity, including suggestions for modifications of the activity/event and a budget summary for each activity/event.