



JAGC Roles & Tasks

Revised 9/12/2023

This document describes the details for the roles and responsibilities of the Executive and At-Large Board positions. It also lists key tasks to keep JAGC useful to its community.

JAGC Board Positions

JAGC President:

president@jeffcogifted.org & info@jeffcogifted.org

Purpose: Functions as the Chief Executive Officer and business representative of JAGC.

- Presides as chairperson of all regular Board meetings and Executive Board meetings
- Schedules and runs meetings
- Responsible for acting as primary contact with school district and coordinates and meets with school district officials
- Supports District's Director of GT and GT staff
- Coordinates tasks as needed
- Stays informed and updated on local, state, and national issues related to giftedness
- Attend CAGT Board functions when possible, and when not, appoint another Board member
- In collaboration with the Board, writes letters or speaks to school board officials about needs in the gifted community
- Works with current and incoming GT families to help facilitate advocacy and educational opportunities. Also handles 911 issues and delegates those questions as needed.
- Annual dues paid for CAGT/JAGC membership
- May serve as past president for one year to mentor new president
- Nominated for one-year term and may serve multiple years if nominated to do so

JAGC Vice President:

Purpose: The JAGC Vice-President position is not one that necessarily segues into the JAGC President position upon the President's term ending. The Vice-President's role includes networking and assisting the president with ensuring goals are being achieved.

- Stay abreast and report on upcoming events, legislation, and/or topics of GT interest locally, nationally, or at the state level
- Attend monthly board meetings according to bylaw policy
- If needed, in a timely fashion, follow-up on administrative matters, information, or mail, email or other communications received
- Promote GT advocacy
- Work with current and incoming GT families to help facilitate advocacy and educational opportunities. Also handles 911 issues as directed by the President
- Coordinates outreach to other like affiliates
- Annual dues paid for CAGT/JAGC membership
- Nominated for one-year term and may serve multiple years if nominated to do so

JAGC Treasurer:

treasurer@jeffcogifted.org

Purpose: Maintain tax filings, business license filing, bill pay, manage memberships, produce financial documents, and financial record retention for JAGC.

- Attend monthly board meetings according to bylaw policy
- Attend JAGC events that involve cash boxes to perform cashier duties or to write checks for various expenses and reimbursements - deposit all proceeds as soon as possible after the event
- Keep detailed records of all deposits and payments to allocate towards revenues and expenses
- Keep the IRS 501c3 filing and Colorado Secretary of State Business license up to date
- Create monthly income and expense statements for budgeting purposes - provide the information to the President and the Board
- Retrieve mail from the JAGC PO Box on a regular basis and deposit checks received
- Work with CAGT on membership list for JAGC elections
- Annual dues paid for CAGT/JAGC membership
- Nominated for one-year term and may serve multiple years if nominated to do so

JAGC Secretary:

Purpose: To keep JAGC's affairs in order, an historical record, and in preparation for events. Take minutes at meetings.

- Attend monthly Board meetings according to bylaw policy
- Responsible for necessary correspondence
- Records minutes at meetings and sends to Board members
- Organizes and maintains paper and electronic files
- Manage and track JAGC annual Board elections and voting process
- Annual dues paid for CAGT/JAGC membership
- Nominated for one-year term and may serve multiple years if nominated to do so

Board Members At-Large:

Purpose: To participate in JAGC affairs and stay current on GT concerns. Max of 8 members.

- Attend monthly Board meetings according to bylaw policy
- Liaisons with the community
- Consulted for input and guidance in all matters related to the undertakings of JAGC
- Assist in communicating to parents of Jeffco on JAGC's behalf
- Keep abreast of relevant issues in any type of schooling (public, private, homeschooling) and parent communities
- On call to help as needed
- Responsible for coordinating JAGC advocacy efforts
- May serve on district committees and groups
- Attends as many School Board meetings as possible
- Draft letters to newspapers, school board, state, and local representatives on issues of importance to JAGC (obtain approval of President before submitting letters with JAGC's name involved)
- Annual dues paid for CAGT/JAGC membership
- Renewable two-year term

Ex-Officio Member: (Director of GT for Jeffco)

- Attend monthly board meetings
- Keep JAGC Board abreast of what's going on with the Jeffco Public School's GT Department and any policies JAGC Board Members should be aware of

Tasks

- Website
- Newsletter
- Supportive Events for Parents
- Legislative