

## JAGC Roles & Committees

Revised 2/25/2017

This document describes the details for the roles and responsibilities of the executive and at-large board positions. It also defines the responsibilities of JAGC committees which are needed to achieve the set goals of the organization. Committees are not intended for sole ownership by any one board member but to be headed and shared by any voluntary JAGC member. Those volunteering to head a committee are expected to commit to that role for at least one year and report updates to the JAGC board on a regular basis.

### JAGC Board Positions

#### JAGC President:

[president@jeffcogifted.org](mailto:president@jeffcogifted.org)

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

- Presides as chairperson of all membership meetings and Executive Board meetings
- Schedules and runs meetings
- Supports District's Director of GT and GT staff
- Coordinates, serves on and assists committees as needed
- Stays informed and updated on local, state, and national issues related to giftedness
- Establishes new committees as needed and appoints chairperson for each
- Dissolves committees as needed
- In collaboration with the Vice-President (and Board), writes letters to school board officials about needs in the gifted community
- Works with current and incoming GT families to help facilitate advocacy and educational opportunities and groups for students and parents. Also handles 911 issues.
- Attend annual year-end Board Election Meeting
- Coordinates and meets with school district officials
- Responsible for acting as primary contact with school district
- Annual dues paid for CAGT/JAGC fees
- May serve as past president for one year to mentor new president
- Renewable two-year term

#### 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 two-year terms of the President and Vice-President do not exactly coincide, in an effort to maintain leadership continuity within the JAGC Board. The Vice-President's role includes networking and assisting the president with ensuring goals are being achieved.

- Stay abreast of upcoming events, legislation and/or topics of GT local, state or national GT interest

- Attend monthly board meetings according to bylaw policy. Report on upcoming events, legislation and/or topics of GT local, state or national GT interest
- If needed, in a timely fashion follow-up on administrative matters, information or mail, email or other communications received
- Attend CAGT Board functions when possible and when not appointed to another member · Promote GT advocacy
- Works with current and incoming GT families to help facilitate advocacy and educational opportunities and groups for students and parents. Also handles 911 issues.
- Attend annual year-end Board Election Meeting
- Attend twice-annual Jeffco Schools Building Liaison training whenever possible to provide JAGC leadership at event
- Annual dues paid for CAGT/JAGC fees
- Renewable two-year term

### **JAGC Treasurer:**

**Purpose:** Maintain tax filings, bill pay, manage receipt of donations and memberships, process documents and record retention for JAGC.

- Attend monthly board meetings according to bylaw policy, and Board election meetings
- Attend JAGC Seminars to assist with cash boxes and to perform cashier duties, to write checks for various expenses and reimbursements, and to collect membership dues by cash or check, donations, and monies received for book sales. Deposit all proceeds as soon as possible after the seminars.
- Keep detailed records of all deposits and checks to allocate towards revenue and expense purposes · Keep tax filings and 501c3 filings up to date
- Create income and expense statements for JAGC Seminars, and provide to President and the Board
- Create annual income and expense statements for budgeting purposes. Provide the information to the President and the Board. Perform budgeting duties.
- Provide President with updates on monthly First Bank checking account balances
- Follow up on any un-cashed checks that are sent out
- Send thank you letter/tax letter to new & renewing members who donate or send dues to JAGC
- Retrieve mail from the JAGC PO Box on a regular basis. Deposit checks received, and file monthly bank statements. Forward on information or mail to other JAGC Board members.
- Maintain JAGC membership fees collected by JAGC and reconcile with NAGC annually
- Update active electronic mailing list of new members
- Annual dues paid for CAGT/JAGC fees
- Renewable two-year term

### **JAGC Secretary:**

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

- Have responsibility for necessary correspondence
- Manages information and communications for JAGC, including Google Calendar
- Records minutes at meetings and sends to board members
- Organizes and maintains paper and electronic files
- Disseminates information in a timely manner
- Acts as historian for JAGC
- Serves on and assists committees as needed
- Attend monthly board meetings according to bylaw policy

- Manage and track JAGC annual Board Elections meeting and voting process
- Annual dues paid for CAGT/JAGC fees
- Renewable two-year term

### **Board Members At-Large:**

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

- Board members must serve as a chair on a committee
- Liaisons with the community and the Artic Liaison Committee
- Consulted for input and guidance in all matters related to the undertakings of JAGC
- Assist in communicating to JAGC members
- Keep abreast of relevant issues in public school, private school, and parent communities
- On call to help as needed
- Responsible for coordinating JAGC advocacy efforts
- Serves on Jeffco Diversity Committee (open to any board members)
- Attends as many School Board meetings as possible (open to any board members)
- Coordinate our efforts with Great Education/Great Futures Coalition & attend their meetings
- 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.)
- Attend monthly board meetings according to bylaw policy and attend annual year-end Board Election Meeting.
- Renewable two-year term
- Annual dues paid for CAGT/JAGC fees

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

## **JAGC Committees**

### **I. Ambassadors Committee:**

1. **JAGC GTA Coordinator:** Provide a single person for Ambassadors (or those interested in becoming Ambassadors) to contact [ambassadors@jeffcogifted.org](mailto:ambassadors@jeffcogifted.org)
  - Actively search for open principals and ask for suggestions of parents to contact for ambassador roles
  - Meet with community liaison to recruit ambassadors
  - Goal to have at least 1 representative at each school—disseminate information for JAGC and help parents locate information
  - Chair keep updated list of GT-related professionals (testers, counselors, etc.) or know who maintains the list
  - Maintain Ambassador list per school
  - Maintain regular contact with ambassadors; facebook group, meetings, emails, etc.
  - Assist ambassador when necessary
  - Attend JAGC Board meetings and reports status of ambassadors
2. **GT Ambassadors:** the following are recommendations

- Complete Ambassador Orientation Training
- Inform principals, building liaisons, and staff of Ambassador program
- Solicit new Ambassadors to participate
- Build relationships with articulation area and school building principals, GT Building Liaisons, assigned GT Resource Teachers (RTs), teachers and other administrators.
- Participate in meetings of school building level Cooperative Decision-Making/Accountability Committees, PTA, etc.
- Disseminate information and publicity regarding GT topics and events to the articulation area's school buildings (newsletters, websites, school Face Book page, flyers, Friday folders, staff communications, etc.)
- Assist the designated staff GT Building Liaison(s) and/or individual teachers · Set up a positive GT support group at your school.
- Lend a friendly ear and help provide resources to family members wishing to share both the frustrations and accomplishments of their high ability and twice exceptional students.
- Give resources and share what has worked for you
- Build relationships with other school groups such as PTA and booster clubs.
- Assist with student enrichment programs such as Destination Imaginations, interest clubs, etc.
- Extend your JAGC GT Ambassador role to other student-relevant avenues in your life (ex: let preschooler parent groups know about Early Enrollment)
- Make a commitment to the Ambassador role for at least one school year
- Become a dues-paying member of JAGC -- \$40 annual dues includes membership in the Colorado Association for Gifted and Talented (CAGT)
- Attend some of the many GT information seminars presented by JAGC, Jeffco GT Dept. and other similar organizations around the Denver Metro area
- Undertake the task of further educating yourself about GT issues and options through websites, articles, and books
- Evaluate the effectiveness of the Ambassador role and training and participate in efforts to improve the program
- Become active in JAGC committees or Board of Directors
- Get permission from JAGC board before representing JAGC at district, local or state events

## II. **Communication Committee:**

[communications@jeffcogifted.org](mailto:communications@jeffcogifted.org)

**Chair:** Leads and coordinates communication volunteer efforts. Attends JAGC Board meetings and reports status on communication efforts.

### 1. **Facebook:**

- Provide safe, online forum for Jeffco GT student advocates to find community; also is an outreach and publicity tool
- Monitor Facebook Group: [fb@jeffcogifted.org](https://www.facebook.com/jeffcogifted)
- Group Administrators: Receive emails from those interested in participating
- Send FB message requesting information of interested parties. Forward info received to Advocacy Base Manager

### 2. **Newsletter:**

- E-Mail Distribution: Send out emails to JAGC's community regarding upcoming events, legislation, articles, summer camp info, GT resources, and topics of GT local, state or national GT interest.

- Collect information that will be useful to include in the newsletter i.e. Gifted Development Center (articles, study participation), MENSA
  - Collect articles from CAGT to submit towards JAGC e-mailed newsletter
  - Sign-Up Sheet; maintain, update and distribute sheet to members
  - Follow-up with interested parties to receive email permission
3. **JAGC Website:**
- Maintain and update site
  - Research web-based sources of info on GT and enrichment opportunities to add to site
  - JAGC Calendar; work with secretary to keep the calendar updated on the website
5. **Active electronic mailing list:**
- Keeps a timely list of all contacts/members, including name, address, tel#, e-mail, date of membership, volunteer interests. Delete names as requested.
6. **JAGC Brochure:** Keep updated
7. **Jeffco Parent Handbook:** Revise as needed.

### III. **Artic Liaison Committee:**

**Purpose:** Secure JAGC's outreach to GT communities.

**Chair:** Attends JAGC Board meetings and tracks board members status of artic JAGC representation

- Send out introductory letters to artic schools introducing their JAGC liaisons
- Coordinates JAGC recognition program; Teacher, RT, Principal, Councilor, and the recipient of The Patrick Taylor Strout Memorial Scholarship
- Submit articles to Newsletter committee about recipients of awards/recognition

**Liaisons:** Keep apprised of events, issues, and areas of development in assigned artic

- Primary contact for Achievement Directors, RTs, Principals, Building Liaisons, Counselors and staff
- Be a presence in artic community, attend meetings
- Promote parent seminars, parent coffees, and other outreach events
- Provides internal and community recognition of things and individuals that are positive forces for GT in Jeffco
- Solicit feedback re. positive GT practices in Jeffco to board

### IV. **Pathways Committee**

**Purpose:** Determine flexible options and promote best practices for GT high school, middle school and elementary students in Jeffco.

- Work with RTs to determine and promote proven successful models between schools
- Research and suggest other models of success
- Promote student self-advocacy
- Give helpful feedback to Jeffco GT dept re. current situation as experienced from a family, student, and community standpoint
- Consider how to promote high school students' future success as they exit Jeffco school system · High school and concurrent enrollment
- Stays abreast of opportunities as local areas colleges (Mines, Red Rocks, CU, DU). Reports opportunities to Newsletter committee.

## V. **CAGT/Legislative Committee:**

**Purpose:** Stay abreast of local, state and national legislative concerns; keeps the affiliate aware

- Support CAGT Legislative Day communication to members, schools and families
- Organize members to attend political/legislative meetings
- Collect or write GT political and/or legislation articles and call to action items for the newsletter
- Survey GT trends, issues & developments for National, State, District and Facilities
- Keep apprised on Great Education information
- Oversee communication between JAGC and CAGT
- Attend CAGT meetings as JAGC liaison
- Report status of CAGT/NAGC news and happenings at JAGC board meetings

## VI. **Events Committee:**

**Purpose:** Responsible for all aspects of planning, organizing, promoting, and implementing events and arranging presentations of interest to the GT community, when necessary.

**Chair:** Attends JAGC Board Meetings and reports status of programs

- Organize Board member presence at parent speaker nights
  - Submit information about GT parent seminars to Newsletter Committee
  - Holder of JAGC materials—sign, tri-folds, etc...
  - Compiles resources for future events and submits speaker ideas and dates to board
  - Arranges meeting room and any special equipment or arrangements needed for the session
  - Works with communication chair to get JAGC invitations and flyers to parents of GT students and community sent out 4-5 weeks before event
  - Writes press releases about upcoming programs and submits to Communications Chair for distribution to JAGC newsletter/email, website and all school newsletter editors and local media after getting executive board approval
  - Provides refreshments at JAGC events, and set up and clean up of event
  - Coordinates Sign-Up Genius for JAGC board functions
  - Organize attendance for each center night
  - Report Dates and info for GT Info Nights to the Newsletter committee
1. Jeffco Center Nights Committee:
  2. Parent Exchange Committee:
    - Coffee meetings: bring JAGC materials, facilitate discussions, schedule times/locations, communicate to Board
  3. SENG Discussion Groups:
    - Report SENNG Happenings i.e. SENNGinars, useful articles, etc. to Newsletter committee.
    - When necessary, sets up SENNG Discussion Groups around the district
  4. Book Fair:
    - Organize date, collection and return of books, coordination of money to Treasurer, and other vendors

## VII. **Survey Committee:**

**Purpose:** Determines the interests and needs of the advocacy base through a survey

- Chair/Representative: Attend monthly board meetings whenever possible to report on progress.
- Determine the most appropriate method to deliver surveys and what is a timely format · Determine most valuable questions (input from board, GTAs and RTs desirable) · Administer survey
- Analyze results
- Present results of survey data to board for further analysis and appropriate action