

## **BVGT Board Job Descriptions**

### **All BVGT board members will:**

- Attend at least 75% of BVGT board meetings
- Attend at least 50% of BVGT events
- Assist at BVGT events as needed (set up, clean up, greeting guests, membership/check in tables)
- Keep the board up to date on your role through quarterly board reports (either in writing or at board meeting)

### **President**

- Schedules and runs meetings
- Reviews and approves newsletter and web site information with communication committee
- Reviews and approves all press releases and other public communications prior to distribution
- Coordinates, serves on and assists committees as needed
- Stays informed and updated on local and state issues related to giftedness
- Establishes new committees and appoints chairpersons
- Dissolves committees as needed
- Responsible for acting as primary contact with school districts
  - Writes letters to school board officials, as needed, about needs in the gifted community
  - Coordinates and meets with school district officials
- Sends thank you notes to presenters and other service providers

### **Secretary**

- Manages information and communications for BVGT
  - Records minutes at meetings and sends to board members
  - Organizes and maintains paper and electronic files
  - Disseminates information to committee members and constituents in a timely manner
  - Acts as historian for BVGT
- Creates publicity materials for BVGT (brochure, event flyers, etc)
- Serves on and assists committees as needed
- Responsible for all aspects of creating and maintaining BVGT online presence
  - Develops web content in conjunction with programming committee and Newsletter chair
  - Maintains website including establishing domain name, email addresses, and links to CAG/T, NAGC, and other GT organizations and sources of information
  - Keeps website current and up to date, reviews changes and updates with president.
  - Posts newsletter and other communications on web site
- Responsible for ensuring questions from web site are answered. Directs inquiries to appropriate board member if necessary.

## **Treasurer**

- Responsible for BVGT financial affairs
  - Collects membership dues
  - Acts as financial liaison to CAGT
  - Maintains financial accounts
  - Reimburses expenses and pay bills
  - Prepares an accounting of financial activities at each board meeting
  - Reports on all financial matters to BVGT Board and CAGT
- Serves on and assists committees as needed

## **Board Members At Large**

- Acts as advisors to BVGT Board
- Liaisons with the community
- Is consulted for input and guidance in all matters related to the undertakings of BVGT
- Assists in recruiting members to BVGT
- Keeps abreast of relevant issues in public school, private school, and parent communities
- Is on call to help as needed
- Responsible for coordinating BVGT advocacy efforts
  - Assist in getting the word out to Boulder Schools/families about CAGT Legislative Day
  - Coordinate our efforts with Great Education/Great Futures Coalition
  - Attend Great Futures Coalition meetings and report to BVGT on their activities
  - Draft letters to newspapers, school board, state and local representatives on issues of importance to BVGT. Obtain approval of president before submitting letters.

## **Membership Chair**

Responsible for all aspects of recruiting and retaining members

- Explores new ways to “get the word out” about BVGT to increase membership
- Designs and disseminates membership invitations to parents of TAG students
- Actively encourages membership from all stakeholder communities

Responsible for recording and tracking membership information

- Maintains a membership list with contact information
- Coordinates with CAGT membership chair to track members who join the BVGT affiliate through CAGT
- Sends "Thank You" e-mail to new members
- Sends renewal reminders to members
- Monitors and reports to board on composition of membership to assure a balance of representation from parents, educators, and others in the community

Responsible for tracking event attendance

- Prepares sign in sheets at programs/events/meetings to increase membership
- Maintains the e-mail list of "BVGT Friends" from the event sign in lists
- Sends follow up correspondence inviting those who attend speaker meetings to join BVGT

## **Programming**

- Responsible for all aspects of planning, organizing, promoting, and implementing events
  - Compiles resources for future events and submits speaker ideas and dates to executive board for approval
  - Gathers information about possible meeting locations and makes necessary arrangements
  - Plans, organizes, and promotes programs and events
  - Arranges any special equipment needed for the session
  - Works with communication committee to get publicity sent out 4-5 weeks before event
  - Writes press releases about upcoming programs and gains president approval before submitting to all school newsletter editors and to local media
- Submits information for newsletter and web site about speakers and events

## **Communications**

- Responsible for all aspects of creating and disseminating the Newsletter
  - Authors newsletter, submits to president for review, and delivers it via email or list serve
  - Sets dates for distribution of newsletter and deadlines for submission of articles and publicity blurbs
  - Collects articles, committee reports, publicity blurbs, calendar dates, and other information for each newsletter
  - Includes applicable TAG info regarding state-wide policy changes and events
  - References books, articles, and information of relevance and gains permission to reprint articles
  - Prepares layout for printing/distribution
  - Distributes newsletter to members, school board members, Office of Advanced Academic Services, TAG Education Advisors, CAGT board and other affiliates, and other advocates.
  - Prepares approximately 3 newsletters a year
- Sends periodic emails to members and friends of BVGT lists

## **Liaison to the Spanish Speaking Community**

- Responsible for creating positive relationships with the Spanish speaking community
  - Translates web and print documents into Spanish
  - Works with school community liaisons to reach Spanish speakers
  - Works with local nonprofit groups to reach Spanish speakers
  - Coordinates translation services at BVGT events
  - Maintains a list of Spanish speakers who wish to receive information on BVGT events/programs

## **Hospitality Chair**

- Creates a warm welcoming environment at BVGT events
  - Provides refreshments at BVGT events
  - Ensures that BVGT refreshments conform to city, state, and school requirements/laws

- Coordinates set up/clean up of refreshment tables

### **Parent Liaison**

- Responsible for coordinating school based parent representatives.
  - Coordinates monthly parent rep meetings
  - Provides information on upcoming events to parent reps
  - Ensures that parent reps adhere to established boundaries for communications with schools.
  - Ensures that parent reps feel valued and empowered

### **Teacher Liaison**

- Responsible for coordinating programs specifically for teachers and other educators
  - Assist in getting the word out about BVGT programs and the nature/needs of gifted students to teacher candidates in teacher certification programs in the metro /front range area.
  - Work with BVSD and private schools to provide information on BVGT programs that are appropriate for professional development credit
  - Increase teacher attendance at BVGT events
  - Develop book study groups or other programs to increase teacher competency with gifted students.