



Gifted Association of Missouri
P.O. Box 3252, Springfield, MO 65808
www.mogam.org

Gifted Association of Missouri BOARD GUIDELINES

(revised according to bylaw changes October, 2015)

Thank you for serving on the Board of Directors for the Gifted Association of Missouri. Your time and expertise are appreciated and needed to improve gifted education in the state of Missouri. The following Board Guidelines will serve as the guiding principles for the organization.

GENERAL GUIDELINES

Board Meeting Attendance - Members of the Board of Directors of the Gifted Association of Missouri are expected to attend all meetings of the Board.

Board members who are unable to attend a meeting should contact the president in advance of the meeting and provide the reason for their absence. The president will decide if the absence will be excused. A board member will be declared inactive after having two unexcused absences from scheduled board meetings per term.

The secretary will inform board members when their status is in jeopardy. After such notification, the Board may ask for an inactive member's resignation and begin the process of appointing a replacement.

Although both are encouraged to attend, it is not required for both the Regional District Director and the Regional District Assistant Director to attend meetings. Each regional district must be represented by the director or the assistant at every meeting.

Board of Directors Terms - Terms are defined as: Executive Board: voted in by membership every two years on even years, Regional District Directors and Regional District Assistant Directors are voted in annually during the caucus meeting at the annual conference; all other positions/committees are appointed by the President and approved by the Board of Directors annually.

Voting Members – Voting members of the board include the Executive Board, one vote from either, the Regional District Director or Regional District Assistant Director, the Standing Chairpersons, the Committee Chairpersons, and the Task Force Chairpersons.

Compensation - Board members will not be compensated to serve on the Gifted Association of Missouri Board of Directors.

Media / Press Information - Members of the Board of Directors of the Gifted Association of Missouri attending GAM sponsored events such as regional district conferences, new teachers workshop, etc. are expected to take pictures of the event for the GAMbit and historical preservation of the organization.

BOARD POSITION DESCRIPTIONS

EXECUTIVE BOARD

PRESIDENT

Position Summary: The President shall have the usual executive powers of supervision and management such as may pertain to the office of President, and other such other powers and duties designated by the Association's Board of Directors and the Executive Committee.

Duties and Responsibilities:

1. The President will execute, with the Secretary of the Association, all legal documents of the Association.
2. The President will appoint the members of each committee, special or standing, authorized by the Board of Directors.
3. The President will serve as an *ex-officio* member of all committees, except the Nominating Committee.
4. The President will represent GAM at invited functions, e.g. MSA, MFAA, and Regional District meetings.
5. The President will send letters to GAM Board members' supervisors for personnel files, detailing professional duties and accomplishments.
6. The President will maintain communication with legislators and community groups as needed for advocacy of gifted education.
7. The President will supervise, direct, and report to the Board of Directors concerning work of the Executive Secretary.
8. The President will, in cooperation with the Conference Vice-President, select, contact, and schedule keynote speakers for the annual conference.

EXECUTIVE VICE-PRESIDENT

Position Summary: The Executive Vice-President serves in the absence of the President and assists the President in various roles.

Duties and Responsibilities:

1. The Executive Vice-President will fill a vacancy in the office of President.
2. The Executive Vice-President will perform the duties of the President in all cases in which the President is unable to serve.
3. The Executive Vice-President will assist the Public Relations Chairperson.
4. The Executive Vice-President will serve as an alternate to the President and assist in such matters as may be delegated by the President or by the Association's Board of Directors.
5. The Executive Vice-President may serve as a member of any committee except the Nominating Committee, whenever designated by the President.
6. The Executive Vice-President will serve as Parliamentarian.

CONFERENCE VICE-PRESIDENT

Position Summary: The Conference Vice-President will serve as the Conference Planning Committee Chairperson.

Duties and Responsibilities:

1. The Conference Vice-President performs the duties of the President in all cases in which the President and Executive Vice-President are unable to serve.
2. The Conference Vice-President will serve as spokesperson for GAM at the annual Conference.

3. The Conference Vice-President will analyze and report results of the annual Conference evaluations.
4. The Conference Vice-President will work closely with the Executive Secretary, and Finance Vice-President on the construction of a budget and the reporting of profits made for the annual conference.
5. In cooperation with the Conference Planning, Committee the Conference Vice-President will select, contact and schedule keynote speakers for the annual Conference.

MEMBERSHIP VICE-PRESIDENT

Position Summary: The Membership Vice-President will oversee all membership activities.

Duties and Responsibilities:

1. The Membership Vice-President will perform the duties of the President in all cases in which the President, the Executive Vice-President, and the Conference Vice-President are unable to serve.
2. The Membership Vice-President will prepare and disseminate an annual membership renewal request.
3. The Membership Vice-President will work closely with the Executive Secretary in maintaining membership records and recruitment.
4. The Membership Vice-President will manage the membership table at the annual conference.
5. The Membership Vice-President will develop and implement a plan to maintain and increase membership in the Association. This may include announcements at the annual Conference, articles for the GAMbit, attending Regional District meetings and working closely with Regional District Directors to solicit their help for membership.
6. The Membership Vice-President will keep membership brochures updated, printed, and posted online.

FINANCE VICE-PRESIDENT

Position Summary: The Finance Vice-President will serve as the principal financial officer of the Association. The fiscal year for the Association shall be the calendar year, January 1 through December 31.

Duties and Responsibilities:

1. The Finance Vice-President will serve as Chairperson of the Finance Committee and will oversee the preparation of the budget.
2. The Finance Vice-President will perform the duties of the President in all cases in which the President, the Executive Vice-President, the Conference Vice-President, and the Membership Vice-President are unable to serve.
3. The Finance Vice-President will perform the duties usually pertaining to the office of treasurer.
4. The Finance Vice-President will be the custodian of the business papers, and other securities, belonging to the Association.
5. The Finance Vice-President will, with the approval of the Board of Directors, make special arrangements with a recognized financial institution, or institutions, regarding investments in securities and their safekeeping.
6. The Finance Vice-President will work with a certified public accountancy firm for the purposes of preparing and keeping financial reports and records for the organization and to file with the IRS.
7. The Finance Vice-President will insure that the appropriate forms are filed to maintain our tax-exempt status.
8. At the end of their term of office, the Finance Vice-President will remain as a consultant to the incoming Finance Vice-President for the remainder of that fiscal year to provide continuity and assistance in implementing an orderly transfer of all Association financial instruments for the start of the next fiscal year.

SECRETARY

Position Summary: The Secretary is the recorder of the Association's Board of Directors meetings, actions, and activities.

Duties and Responsibilities:

1. The Secretary will record and maintain the minutes of the Association Board of Directors meetings.
2. The Secretary will execute, with the President, all legal documents of the Association.
3. The Secretary will prepare and present the Annual Report.

REGIONAL DISTRICT LEADERS

REGIONAL DISTRICT DIRECTORS

Position Summary: The Regional District Director will represent the GAM regional district he/she is elected to serve and attend all meetings of the Board of Directors.

Duties and Responsibilities:

1. The Regional District Director will attend all Board of Directors meetings.
2. The Regional District Director will regularly disseminate information about the regional district and Board of Director news to GAM members in their regional district.
3. The Regional District Director will encourage parent involvement.
4. The Regional District Director will work to increase regional district membership.
5. The Regional District Director will meet with new teachers of the gifted in their regional district and facilitate mentorships.
6. The Regional District Director will seek and disseminate information about exemplary programs and special talents within the regional district.
7. The Regional District Director will encourage participation of regional district members in Association activities.
8. The Regional District Director will be responsible for planning and holding a Regional District Conference on Gifted Education at least annually.

Financial Information for Regional District Conferences:

The financial responsibility of each Regional District lies with the District Director.

1. Regional District Directors or Regional District Assistant Directors cannot be paid for organizing the conference due to our 501(c)(3) status.
2. Regional Districts must not have individual accounts in local banks. Any and all transactions must be approved by the President, and upon approval, submitted to the Finance Vice President.
3. Regional District Directors must keep a record of Regional District revenues and expenses.
4. Tax-Exempt Letter - must be used when making purchases for GAM.
5. Regional District Financial Form (Annual Report) to help facilitate record keeping. This form should then be submitted with the Regional District's annual report before the annual meeting each year.

REGIONAL DISTRICT ASSISTANT DIRECTOR

Position Summary: The Regional District Assistant Director will perform the duties of the Regional District Director if he/she is unable to discharge the duties of office.

Duties and Responsibilities:

1. The Regional District Assistant Director will assume the Regional District Director's role if he/she must resign or fails to serve the entire term.
2. The Regional District Assistant Director will serve as leader-in-training for the position of Regional District Director.
3. The Regional District Assistant Director will collaborate with the Regional District Director to ensure there is representation from the regional district present at all GAM Board meetings.
4. The Regional District Assistant Director will assist the Regional District Director with the annual regional district conference.

STANDING POSITIONS

GAMBIT EDITOR

Position Summary: The GAMbit is one of the benefits of GAM membership. It is published four times a year, one each season. The goals of the GAMbit include education, informing, and promoting events, issues, and topics relevant to the field of gifted education to the members of GAM.

Duties and Responsibilities:

1. The GAMbit editor will publish articles that may include any or all of the following: report from the GAM President, report from the State Director of Gifted Education, list of GAM Board members and committee chair people, map of the GAM regional districts, curriculum ideas, topics for parents, information on GAM Conference, legislative issues, meeting dates, articles relevant to gifted education, summer opportunities for gifted students, book and material reviews, information on awards, and articles by researchers and experts in the field of gifted education, reprinted with permission.
2. The GAMbit editor shall determine the production steps and obtain necessary services and appropriate permits for the most cost effective means to disseminate the GAMbit to the widest audience.
3. The GAMbit editor will encourage submissions from all GAM members.

SCHOLARSHIP CHAIRPERSON

Position Summary: The Scholarship Chairperson will assess and advise GAM of award and scholarship needs and opportunities.

Duties and Responsibilities:

1. The Scholarship Chairperson will ensure information about GAM award and scholarship opportunities are disseminated to new teachers at the New Teachers Workshop and GAM membership at the annual conference and solicit nominations from each Regional District for all of the GAM awards and scholarships.
2. The Scholarship Chairperson will receive and organize all award and scholarship nominations in preparation for the Board voting process.

3. The Scholarship Chairperson will notify all award and scholarship winners and inform them of the time and manner of the award presentations.
4. The Scholarship Chairperson will present awards and scholarships at the annual conference.
5. The Scholarship Chairperson will announce award and scholarship opportunities in the GAMbit.
6. The Scholarship Chairperson will attempt to secure corporate support for GAM scholarships.
7. The Scholarship Chairperson will be responsible for securing regional district donations to the Scholarship Basket and organizing the selling of tickets at the annual conference.

TEACHER EDUCATION CHAIRPERSON

Position Summary: The chairperson will be responsible for the annual New Teacher Workshop and will promote the education of all teachers about gifted education.

Duties and Responsibilities:

1. The Teacher Education Chairperson will publicize statewide in-service opportunities.
2. The Teacher Education Chairperson will plan and organize a New Teacher Workshop to be held annually.
3. The Teacher Education Chairperson will provide a list of new teachers of the gifted to Regional District Directors for personal contact about GAM and personal assistance.
4. The Teacher Education Chairperson will develop in-service opportunities for new and experienced teachers of gifted.
5. The Teacher Education Chairperson will create and provide a list of educators available for in-service and/or college courses.
6. The Teacher Education Chairperson will maintain a list of Missouri colleges and universities offering coursework in gifted education leading to certification.
7. The Teacher Education Chairperson will encourage state colleges and universities to increase the importance and the amount of time spent covering the education of the gifted students in the course "Psychology of the Exceptional Child".

LEGISLATIVE/ADVOCACY CHAIRPERSON

Position Summary: The Legislative/Advocacy Chairperson will work closely with the Legislative Advocate to actively work for increased funding and greater public support for gifted education. The Legislative/Advocacy Chairperson will keep the Board of Directors informed of current legislative and public issues impacting gifted education.

Duties and Responsibilities:

1. The Legislative/Advocacy Chairperson in cooperation with the Legislative Advocate will plan and coordinate Gifted Education Week activities including Gifted Education Day at the Capitol and GAM Student Contest(s), and provide this information to members.
2. The Legislative/Advocacy Chairperson will coordinate with and provide current grass roots information (local efforts) to the Legislative Advocate.
3. The Legislative/Advocacy Chairperson will bring public issues relating to gifted education to the attention of the Board of Directors.

PUBLIC RELATIONS CHAIRPERSON

Position Summary: The Public Relations Chairperson shall work in cooperation with the Executive Vice-President to serve as a resource to GAM members and the general public with current information about gifted education issues in Missouri and the nation.

Duties and Responsibilities:

1. The Public Relations Chairperson will develop informational materials such as media releases, promotional materials, etc. about gifted education issues and serve as a resource for GAM members and other audiences.
2. The Public Relations Chairperson will facilitate social media participation and sharing, as well as public relations in general.
3. The Public Relations Chairperson will work cooperatively with the Tech/Web Chairperson to facilitate the sharing of digital sources and information, as well as support networks for parents, students, educators, and other stakeholders.
4. The Public Relations Chairperson will develop proposals/suggestions for GAM teachers for their local public relations efforts in regard to gifted students.

PARENT NETWORK CHAIRPERSON

Position Summary: The Parent Network Chairperson will be a contact and advocate for parents of gifted students.

Duties and Responsibilities:

1. The Parent Network Chairperson will actively identify, address and keep the Board of Directors informed of parent needs and concerns.
2. The Parent Network Chairperson shall be a parent of a gifted child.
3. The Parent Network Chairperson will submit articles for GAMbit and the website.
4. The Parent Network Chairperson will serve on the Conference Planning Committee in order to help facilitate programs for parents at the annual conference.

TECHNOLOGY/WEB PAGE CHAIRPERSON

Position Summary: The Tech/Web Page Chairperson will be responsible for maintaining and updating the website.

Duties and Responsibilities:

1. The Tech/Web Page chairperson will maintain and update the site with timely information about events and programs of the Association
2. The Tech/Web Page chairperson will obtain approval from the President before posting new information or links.

PARLIAMENTARIAN will be served by Executive Vice-President

Position Summary: The Parliamentarian advises the President and other officers, committees, and members on matters of parliamentary procedures.

Duties and Responsibilities:

1. The Parliamentarian will serve as a resource of parliamentary procedure, bylaws, and rules interpretations.
2. The Parliamentarian will serve as an advisor concerning parliamentarian matters to the Board of Directors, Executive Committee, and Bylaws Review Committee as requested.
3. The Parliamentarian will assist the Bylaws Committee as requested.
4. The Parliamentarian will be available to provide instruction in parliamentary procedures to others as requested.
5. The Parliamentarian will perform the normal duties of Parliamentarian set forth in *Roberts Rules of Order*.

COMMITTEES

All Committee Chairpersons, unless established by the bylaws will be appointed by the President with approval of the Board of Directors.

BYLAWS COMMITTEE

Position Summary: The Bylaws Committee will review and offer necessary revisions to the bylaws of the Association.

Duties and Responsibilities:

1. The Bylaws Committee will study the bylaws to determine if there is a need to modify, add, or change any of the bylaws.
2. The Bylaws Review Committee will maintain and update the bylaws of the Association.

CONFERENCE PLANNING COMMITTEE

Position Summary: The Conference Planning Committee shall consist of all members of the GAM board. The Executive Secretary and DESE Director of Gifted Education Programs will serve as ex-officio members. This committee shall be responsible for the Annual Conference on Gifted Education.

Duties and Responsibilities

1. The Conference Committee will assist with all details associated with the annual Conference.
2. The Conference Committee will help solicit and select presenters for the conference.
3. The Conference Committee will help inform members in the regional districts about the GAM awards and solicit nominations from the regional districts.
4. The Conference Committee will help in selecting the GAM award recipients.
5. As compensation for attending 75% of all scheduled conference planning committee meetings and meeting the above listed expectations, Conference Planning Committee members will have their conference registration paid.

FINANCE COMMITTEE

Position Summary: The Finance Committee will be composed of the Finance Vice-President, and four other members appointed by the President promptly after the annual membership meeting, and subject to approval by the Board of Directors.

Duties and Responsibilities

1. The Finance Committee will prepare a budget for the fiscal year beginning the first day of January.
2. The Finance Committee will submit an annual Finance Report at the general membership meeting.
3. The Finance Committee may periodically submit amendments to the budget for the current fiscal year, subject to majority vote of the Board of Directors.

APPOINTED TASK FORCES

Position Summary: Task Force(s) will support and inform the Board of Directors of information regarding a specific charge as assigned by the President with Board approval.

HIGHER EDUCATION TASK FORCE

Position Summary: The Higher Education Task Force will serve the Gifted Association of Missouri by providing advice concerning higher education's role in gifted education in Missouri. The Higher Education Task Force chair shall be affiliated with a higher education institution that has a DESE approved gifted certification program.

Duties and Responsibilities:

1. The Higher Education Task Force will be made up of individuals affiliated with a higher education institution that has a DESE approved certification program in gifted education.
2. The Higher Education Task Force will recommend changes for gifted teacher certification.
3. The Higher Education Task Force will make recommendations for appropriate professional development for general classroom teachers, administrators, and gifted education teachers to increase the effectiveness of gifted education in Missouri.

DIVERSITY TASK FORCE

Position Summary: The Diversity Task Force will serve the Gifted Association of Missouri by providing research and advice on how to better identify and serve the traditionally under-represented populations in gifted education.

Duties and Responsibilities:

1. The Diversity Task Force will develop strategies and policies that will help GAM to better serve the needs of the traditionally underrepresented populations and be a resource to these populations.
2. The Diversity Task Force will recommend policies and procedures to increase the participation of the traditionally underrepresented populations in GAM and gifted education opportunities in our state and beyond.

PAST PRESIDENT TASK FORCE

Position Summary: The Past President's Task Force will serve in an advisory and preservation role for the Gifted Association of Missouri. The Past President Task Force will be chaired by the immediate past president. Other task force members will be invited to participate by the president. This task force will work toward preserving the Gifted Association of Missouri's history.

Duties and Responsibilities:

1. The Past President Task Force Chair will serve as an advisor to the current president.
2. The Past President Task Force will develop and maintain archival records of Association activities.
3. The Past President Task Force will contribute articles to the GAMbit about the history of the Association.
4. The Past President Task Force will develop a digital history of the Gifted Association of Missouri for the purpose of preserving the rich history of the organization.

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE) LIAISON

DIRECTOR OF GIFTED EDUCATION

The Director of Gifted Education serves the Gifted Association of Missouri as the Department Liaison to the Board and works cooperatively with the board to bring ideas, issues, and concerns about gifted education to the board and from the board to the Department.

EMPLOYED POSITIONS

LEGISLATIVE ADVOCATE

Position Summary: This is a paid position for an advocate at the state level to actively represent the interests of GAM, to increase funds for gifted education programs and to promote statewide gifted education issues.

Duties and Responsibilities:

1. The Legislative Advocate will monitor legislative activities at all stages on the state level.
2. The Legislative Advocate will educate legislators on the importance of gifted education.
3. The Legislative Advocate will update the membership about legislative activity.
4. The Legislative Advocate will report as needed to grassroots advocates (local efforts) online.
5. The Legislative Advocate will recommend support of specific legislation to the Board of Directors.
6. The Legislative Advocate will in cooperation with the Legislative/Advocacy Chairperson plan Gifted Education Day at the Capitol, make arrangements at the Capitol, and assist with other Gifted Education Week activities.
7. The Legislative Advocate will write quarterly articles for GAMbit.
8. The Legislative Advocate will educate members during elections of pro-gifted education candidates.
9. The Legislative Advocate will work with DESE, state, and local elected officials to promote gifted education in Missouri.

EXECUTIVE SECRETARY

Position Summary: Executive Secretary is a paid position for the Gifted Association of Missouri.

Duties and Responsibilities:

1. The Executive Secretary shall provide staff support for the Association's programs as directed by the President and Board of Directors.
2. The Executive Secretary shall be hired pursuant to as set forth in a written Contract and a written Job Description approved by the Board of Directors and as otherwise set forth in the Association bylaws.
3. The Executive Secretary, subject to direction of the President of the Board of Directors, shall be responsible for day-to-day operations of the Association.

BOARD REPORTS

Each Gifted Association of Missouri Board of Directors position should report on information pertinent to GAM at board meetings by submitting a GAM Board Report prior to each Board of Directors meeting. Once a year, a cumulative report is submitted for the GAM Annual Report. This cumulative report summarizes information from the prior year for the purpose of keeping our membership updated on the happenings of GAM. Each GAM Board Report should be submitted at least one week before each board meeting to the Executive Board Secretary. The cumulative report for the GAM Annual Report should be submitted at least two weeks before the Annual GAM Conference.

SAMPLE Board Report:

Regional District 9 Director Report

Creating a fresh and relevant master list of gifted teachers in our region:

- Create a net to keep teachers from slipping through the cracks
- Inform @ GAM and add to District 9 GAM Membership
- Connect and Support each other
- Share resources & opportunities for gifted students & families
- Gather in gifted teachers who once were a part of GAM but have dropped membership
- Google Forms/Surveys/Questionnaires to organize their info & determine desires/needs

HS LEAP Connection Night 11/19 featuring Laura Gilchrist "How/Why to network/connect" and mock practices.

Stakeholders from the community included: Lawyers/Artists/Actors/Business/Owners/Local Politicians. Instrumental jazz background music and individuals moving through the groups with trays of hors d'oeuvres as they introduced themselves and found points of connection/points to dismiss themselves comfortably from the conversation.

LINK Chess Tournament Dec. 3rd shared throughout District 9 add'l opportunities to register for other activities, ie:

Coding and Cupcakes/CoderDojo.

SAMPLE Annual Report:

Regional District 7 Director Report

The District 7 mini-conference was April 14, 2017 at Drury University. There were 42 attendees, including gifted educators and parents. Thank you to Drury for hosting, and to our speakers for volunteering to present. We had very positive feedback from the sessions which included Speed Geeking and a session with Dr. Richard Courtright, Duke University. The conference generated \$466.00 in revenue. District 7 plans to host a similar event next spring. We are also working on contacting gifted educators in our district to see if we can increase our GAM membership.