

# **ADVISORY COUNCIL ON THE EDUCATION OF GIFTED AND TALENTED CHILDREN**

## **BASIC ROLES**

Approved: May 29, 2014

The Council consists of seven (7) members and two support staff members. The basic roles and responsibilities of these individuals are as follows:

### **Council Members**

- Regularly attend meetings of the Council
- Provide expert input on issues related to gifted and talented children
- Accept assignments for developing materials for Council meetings
- Accept other roles as requested by Chair

### **Chair**

- Establish dates for Council meetings
- Prepare agendas for Council meetings
- Facilitate Council meetings
- Appoint temporary meeting facilitator should absence of Chair occur
- Assign work tasks to interested Council members
- Represent Council in meetings with State Department administrators, the State Board of Education, and other meetings related to the work of the Council
- Confer with the State Board of Education's appointed Liaison to plan and promote the work of the Council
- Accept other roles as needed

### **Liaison**

- Serve as DESE's liaison to the Council
- Provide input to the Council on matters related to educating gifted and talented students in the State
- Provide input related to Council meeting agendas
- Develop materials and reports at the request of the Council Chair
- Secure meeting room facilities for Council meetings
- Ensure appropriate record-keeping of Council work is maintained
- Accept other appropriate liaison services as requested by Chair

### **Secretary**

- Prepare minutes of meetings
- Maintain records of meetings
- Maintain pertinent correspondence
- Reproduce materials for Council meetings
- Accept other appropriate support services as requested by Chair

### **Custodian of Records**

- Duties are fulfilled by the Department's General Council
- Responds to all requests for Council records