

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

## **PURPOSE OF COUNCIL AND BASIC ROLES**

**Approved: May 29, 2014**  
**Reviewed and Approved: July 24, 2017**

### **I. Purpose of the Advisory Council**

The Advisory Council on the Education of Gifted and Talented Children was established by the Missouri legislature in 2013 to provide advice to the Commissioner of Education regarding all rules and policies to be adopted by the State Board of Education relating to the education of gifted and talented children. The legislation governing the Council is Chapter 161 of the Missouri Revised Statutes, Section 161.249.

### **II. Basic Roles**

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