

Consider Becoming a Board Member

About the Board The Colorado Council for Learning Disabilities has a proud history. Founded by pioneers in the field of special education, its early members were passionate about serving persons with Learning Disabilities and providing professional development opportunities for educators in the field. Today, the chapter is still guided by a “working board,” with members who share the same level of passion and commitment. All Board members are committed to furthering the mission of CLD and CCLD by assuming a committee chairperson position and considering entering the presidential chain during Board tenure.

How Do I Get Started? Become an at-large member. An at-large member is a first-year member of the CCLD Board who is willing, during the first year of his/her Board membership, to participate in a variety of CCLD activities, attend the majority of CCLD meetings, and during or at the end of the first year, assume a committee chairperson role or be considered for an executive committee position. A CCLD member interested in becoming an at-large member must attend a minimum of two board meetings and agree to accept the responsibilities of an at-large board member.

What Are the Responsibilities of Board Offices?

Executive Committee (Officers)

The **president**, as chief executive of the chapter, shall:

- A. Preside over all meetings, sending notice of meetings to all Board members. Notice shall include, but not be limited to the prepared agenda, minutes submitted by the secretary for Board approval, and the current treasurer’s report. Notice shall be sent out at least five (5) days prior to each meeting;
- B. Appoint, with the approval of the Board, any officer or committee chairperson needed to fill a vacant position;
- C. Represent CCLD, either personally or through a delegate, in coordinating efforts with other agencies;
- D. Compile and submit to CLD an annual report that addresses the achievement of chapter goals and includes supporting materials;
- E. Report on current activities or relevant issues to the CCLD membership by contributing “The President’s Message” for each newsletter edition; and
- F. Establish at the June Board meeting annual goals, a calendar of events, and a list of anticipated expenditures for the following year.

The **vice president/president elect** shall:

- A. Serve in place of the president in case of the absence or disability of the president and work cooperatively with the president to share the chief executive responsibilities as needed;
- B. Work with the Colorado Department of Education (“CDE”) liaison to collect information about relevant legislation and keep membership informed;
- C. Serve as the organization’s photographer/historian by creating and maintaining displays / bulletin boards at CCLD–sponsored conferences and activities to promote the goals of the organization and to encourage membership
- D. Submit pictures and a brief summary of CCLD-sponsored conferences and activities for publication in the newsletter and for posting on the Web site; and
- E. Maintain materials determined to be relevant for historical purposes.

The **secretary** shall:

- A. Record minutes for meetings and submit them to the president for dissemination to Board members, making the necessary amendments as directed by the Board. Make copies of Board-approved minutes available to CCLD members; and
- B. Keep records of communications and minutes.

The **treasurer** shall:

A. Be custodian of all funds and maintain an account of all receipts and expenses. Seek approval from the Board for disbursements of \$200.00 or more;

B. Prepare a monthly report for approval by the Board;

C. Prepare, in connection with the president, a list of proposed expenditures for the coming year to be approved by the Board at the June meeting; and

D. Prepare, with the assistance of the president, an annual financial report for approval by the Board and for review by the membership at the annual meeting.

The **past president** shall:

A. Mentor the president and vice president/president elect;

B. Work collaboratively with the president and share the chief executive responsibilities as needed; and

C. Serve as the chairperson for the awards committee. Appoint one additional Board member to assist with editing and proofing documents pertaining to the awards process

Committee Chairpersons and Liaisons

Committee chairpersons and liaisons are accountable to the Board and shall report relevant information to the Board at the monthly meetings. Persons in these roles who are not able to attend a monthly Board meeting shall have a committee member report activities to the Board or submit to the president a written summary of relevant activities prior to the meeting. Each committee chairperson shall determine the number of working members and appoint them with the approval of the Board.

Research Chairperson shall:

A. Encourage research related to learning disabilities and assist in the dissemination of those findings;

B. Work with the Board each year, to develop a research focus/topic and to determine the remuneration for work done by participants;

C. Develop a research plan that includes a proposal for disbursement of funds to participants who successfully complete research projects; and

D. Monitor and encourage the progress of those selected to participate in the research project.

CDE/ Professional Standards Liaison shall:

A. Keep CCLD membership informed about any major developments on a state level that relate to the service of persons with learning disabilities. Developments of interest may include current legislation, licensure/certification, and upcoming professional development opportunities through CDE; and

B. Submit a summary of current issues from a state perspective to the newsletter; and

C. Act as liaison among CDE, higher education, and CCLD to acquire information regarding certification requirements.

Membership Chairperson shall:

A. Be responsible for promoting a strong and viable membership for CCLD that also encourages the addition of new and qualified members;

B. Maintain a member database to include each membership number, home and/or business address, e-mail, and phone contact numbers. Make database available to other Board members as needed;

D. Check monthly with the CLD office for an updated listing of all current members and assist CLD by promoting the benefits of membership in both levels of the organization.

Newsletter Editor shall:

A. Be responsible for the publication of the CCLD newsletter, including editing, layout, and distribution of the newsletter three times per year. All editing shall be done by the editor and one additional Board member.

Web Editor shall:

A. Develop and maintain a Web site for the membership that is designed to promote the goals of CCLD.

Conference Chairperson/Conference Liaison shall:

A. Chair or work as liaison for CCLD-sponsored conferences, to include but not be limited to Math on the "Planes", Courage to Risk, Odyssey and Reading in the Rockies; and

B. Provide reports or, if unable to attend, a written summary of the current activities for Board meetings.