

Section 1: 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. Oversee the establishment at the June Board meeting of annual goals, a calendar of events, and a budget for the following year.

Section 2: 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. 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;

C. 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

D. Maintain materials that the Board determines to be relevant for historical purposes.

Section 3: 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 all incoming and outgoing communications and minutes.

Section 6: 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 quarterly reports for approval by the Board;
- C. Prepare, in connection with the president, a budget 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.

Section 7: 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

ARTICLE VIII: Committee Chairpersons and Liaisons

Section 1: 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 (steering committee) and appoint them with the approval of the Board.

Section 2: 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 or work done by participants;
- C. Develop a research plan that includes a proposal for disbursement of funds to participants who successfully complete research projects;
- D. Monitor and encourage the progress of those selected to participate in the research project; and

E. Submit a research-grant proposal to CLD to be eligible for the CLD Grant Award.

Section 3: CDE 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.

Section 4: 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.

Section 5: 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.

Section 6: Web Editor shall:

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

Section 7: Conference Liaison shall:

A. Serve as the CCLD liaison with other professional organizations for jointly-sponsored conferences or endeavors, to include but not be limited to *Courage to Risk*.

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

Section 8: Conference Directors/Coordinators for *Colorado Odyssey* and *Math on the Planes*:

A. The director/coordinator (d/c) of both conferences must be a CCLD board member and is answerable to the Board for all decisions regarding content and choice of speakers. The d/c is charged with recruiting a steering committee to create a focus that aligns with the mission of CCLD/CLD and to develop appropriate offerings. The d/c may be paid to coordinate these conferences. The d/c is encouraged to seek members from other diverse professional-organizations to serve on the steering committee. With input from the Board, the steering committee members will oversee the planning/development stages of each conference. The Board's input is given to the d/c and minutes/ meeting summaries are sent to the Board to be recorded as part of the monthly board minutes. The Board will help with registration, conference setup and in any other capacity as needed.

B. The CDE Liaison will act as a facilitator, helping to coordinate CDE sponsorship and funding of each conference as long as these resources are available.

C. The CCLD president or representative will make CCLD award presentations at the conferences. *CCLD Odyssey* culminating conference has traditionally been the choice for awards and scholarship presentations.