OCDE Project GLAD® SIG Leadership Roles:

Description

Chair:

The Chair is responsible for the overall running of the group and facilitating the quarterly meetings. Any or all of the duties should be shared with the co-chair to the extent that the division of workload is acceptable to each person. At least one of the Chairs needs to be at each SIG meeting. The Chair is also on the WABE Institute planning committee for the institute that the OCDE Project GLAD® SIG participates in.

* Secure 2-3 meeting locations per year in various parts of the state, usually hosted by school districts or ESDs.
* Create a flyer for sessions that include the registration number and Zoom link, if applicable.
* Communicate regularly with membership by email about upcoming meetings, events, meeting agendas and minutes.
* Communicate with meeting hosts about space needs and get their assistance ordering lunch for the meeting.
* With the assistance of other leadership members, create agenda for quarterly meetings.
* Create power point for meetings, and make sure any handouts are copied and delivered.
* Facilitate quarterly meetings. If there is a quorum (10 people) some meetings may include decisions to be voted upon. The Chair will follow Democratic Rules of Order when voting.
* Post, or delegate to be posted, agendas and minutes in the Google folders and on the WABE website. The Chair has Word Press access to the SIG page on the WABE website.
* Serve on the WABE Institute planning committee for the institute that the OCDE Project GLAD® SIG participates in.
* Chair or Co-Chair call in to WABE executive board meetings, when requested, to give SIG report.

Co-Chair:

The Co-Chair assists the Chair with tasks needed for the overall running of the group and meeting facilitation. At least one of the Chairs needs to be at each SIG meeting. The Co-Chair may be invited to also sit on the WABE Institute planning committee for the institute that the OCDE Project GLAD® SIG participates in, but they should assist the Chair with finding presenters to fill the workshop slots assigned to the SIG. The Co-Chair is responsible for facilitating the nomination and voting of new leadership members.

* Assist Chair with all tasks listed above.
* Create Google form(s) for nominating and voting on new leadership positions. Keep track of results and report results at each annual business meeting.

Secretary / Treasurer:

The Secretary/Treasurer is responsible for documenting the SIG’s activity and keeping track of the SIG’s budget. The Secretary/Treasurer is the owner of the shared Google folders and grants access to members when requested, and keeps the membership contact list current to the extent possible.

* Create sign in sheets for each SIG meeting, organize clock hours, and turn in paperwork for clock hours.
* Ensure the membership contact list stays current to the extent possible. May get assistance with this from NTC and other leadership members, when needed. Keep two contact lists for trainers and non-trainers. Create email distribution list for communicating with members and ensure that the Chair’s email distribution list is the same and current.
* Establish or maintain ownership of three shared Google folders: one for the 3 leaders, one for trainers where trainer-specific items are shared, and one for non-trainers where general items can be shared. Ensure BeGLAD trained people do not have access to shared folders or OCDE resources, per licensing rules of OCDE Project GLAD® National Training Center.
* Attend SIG meetings and record official meeting minutes. After the minutes have been read and approved by the other leaders, post or give to the Chair to post in the shared folders and on the WABE website.
* With the assistance of the other leadership members, create a budget proposal to give to the WABE executive board yearly, in June.
* Give treasurer’s report at SIG meetings when requested.
* Communicate with WABE Treasurer, when requested.

Criteria

Must be OCDE Project GLAD® Tier III or IV active trainer.

Time commitment

Chair and Co-Chair:

* 6-8 hours total for each meeting in planning and follow up tasks. (Shared with Co-Chair).
* May, June and August, attend any Institute planning committee meetings. Usually weekly for 1 hour in the evening via GoToMeeting.
* 1-2 hours per week (some weeks) between Institute planning committee meetings on delegated tasks, if any. Some weeks are busier than others.
* 3-4 hours over a number of months creating and monitoring nominations and voting for leadership positions via Google forms. (Co-Chair)

Secretary/Treasurer:

* 30 minutes after each meeting to edit minutes and post
* 1-2 hrs. a month for other duties, as needed

Nomination Procedure

* Nominations for open leadership positions will be open from the first SIG meeting in the fall until the second SIG meeting in the winter. The winter meeting should happen before the annual WABE conference.
* Nominees must be active OCDE Project GLAD® trainers.
* Active trainers nominate other active trainers, and they may self-nominate.
* Nominations will happen via a Google form. The Co-Chair will email the link to the form to the trainer membership list on or one day after the fall SIG meeting.
* Paper nomination forms may also be available at the Fall Institute.
* Nominees will be invited to be present at the winter SIG meeting, either in person or via Zoom, to speak to their desire and qualifications to hold leadership positions.

Voting Procedure

* Voting for nominees will be open via a Google form on or one day after the winter SIG meeting until the first day of the WABE conference. The Co-Chair will email the link for the form to the membership list. If there are people on a non-trainer list, they will receive the link too. Anyone who has attended at least one meeting, either in person or electronically, can vote.
* Paper ballots may also be available (in addition to online voting) on the first day of the annual WABE conference at the OCDE Project GLAD® booth. The leadership will make the determination at the winter SIG meeting if paper ballots are necessary.
* Results will be announced at the annual WABE conference at the OCDE Project GLAD® SIG annual business meeting.