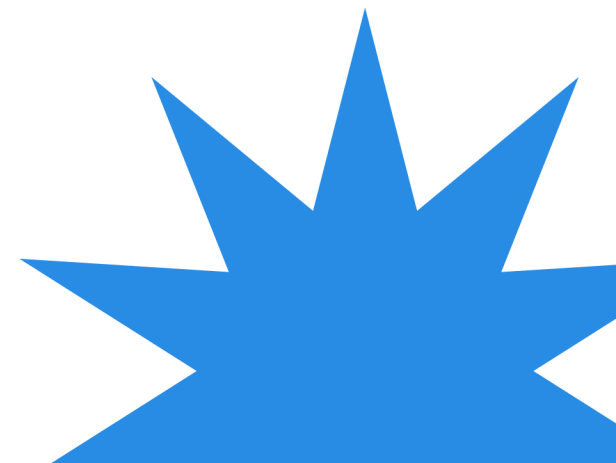


**Join the
Leadership Movement!**



Step Up & Lead with

TXDLA!
Texas Digital Learning Association



Role of a Committee Member:

Accomplish tasks as decided by the committee as a whole.

Read and understand the committee meeting agenda.

Take action on agenda items.

Support the action and efforts of the committee overall.



Role of a Committee Chair:

Lead the committee.

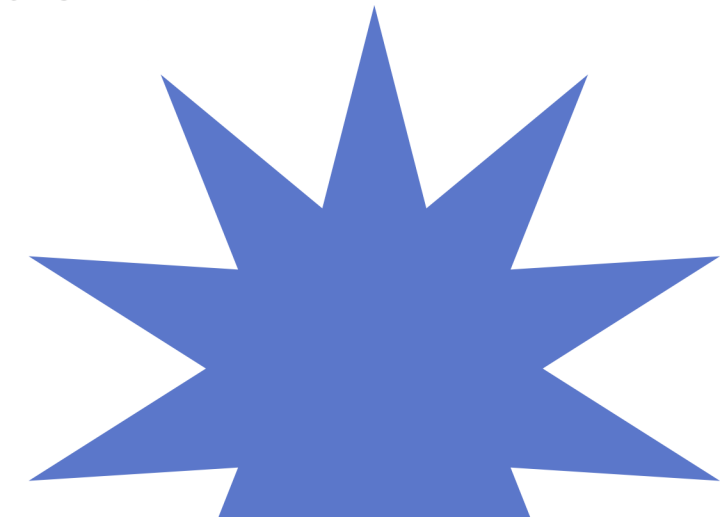
Organize the committee meetings and agendas.

Encourage member participation and follow up.

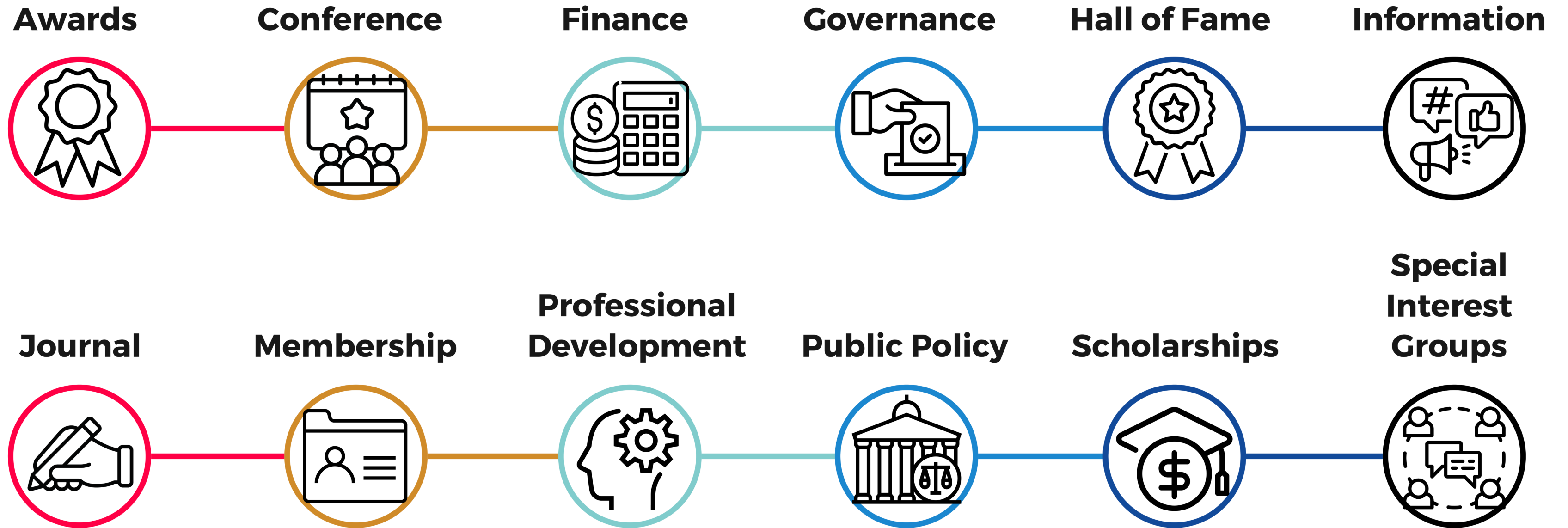
Prepare minutes and reports.

Serve as liaison with the Board of Directors or President.

Serve as an active committee member.



TxDLA Committees:





Awards

Review awards categories and criteria.
Promote* and nominate awards.
Select and recognize* recipients.

Time: 3-12 hours total from Jan-Apr



Hall of Fame / Grant

Review application criteria.
Promote* and nominate award and grant.
Select and recognize* recipients.

Time: 3-6 hours total from Jan-Apr



Conference

Plan annual & virtual conferences*.
Subcommittees: program, sponsorships,
technology, engagement, accessibility

Time: 1-12 hours/month from Jun-Apr



Scholarships

Review application criteria.
Promote* and nominate scholarships.
Select and recognize* recipients.
Five scholarship event opportunities.

Time: 5-6 hours total from Mar-Oct



Finance

Plan* and review annual budget.

Review and modify financial policies* as needed.

Time: 2-3 hours total from Apr-Jun + <1 hr/month



Governance

Review & certify election results.

Review bylaws, policies, procedures, every three years with Parliamentarian* (2025).

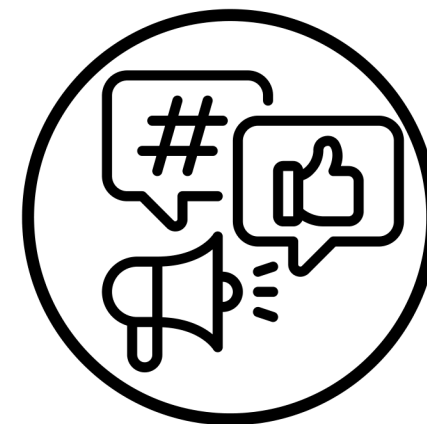
Time: <2 hours total from Nov-Jan plus 6-12 hours total every three years



Journal

Determine platform (updating).
Develop submission criteria.
Select submissions.
Edit submissions.

Time: 1-4 hours/month



Information

Make website design & content suggestions*.
Assist with social media*.
Assist with Google ads*.
Assist with other marketing initiatives*.

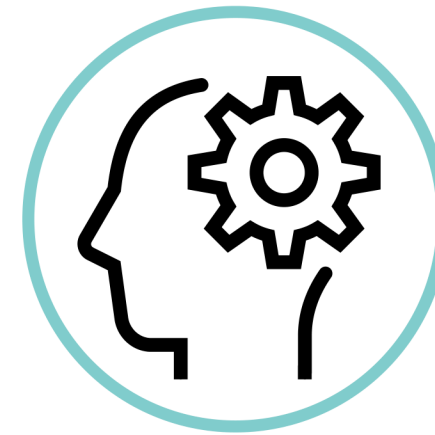
Time: 2-8 hours/month



Membership

Recruits members / membership drives.*
Researches/promotes benefits.*
Assists with special interest groups.
Researches membership issues on request.
Welcomes new members.*
Current initiative: Mentorship program

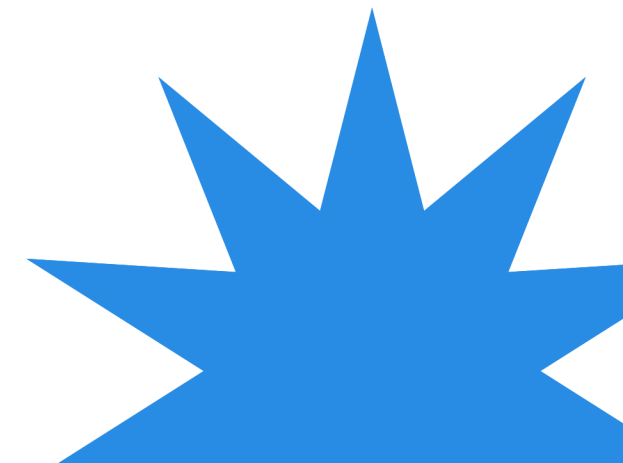
Time: 1-4 hours/month



Professional Development

Assesses & prioritizes PD needs.
Develops & delivers PD webinars.
Develops & delivers certificate courses.
Develops & delivers other PD materials
such as video library.*

Time: 2-8 hours/month

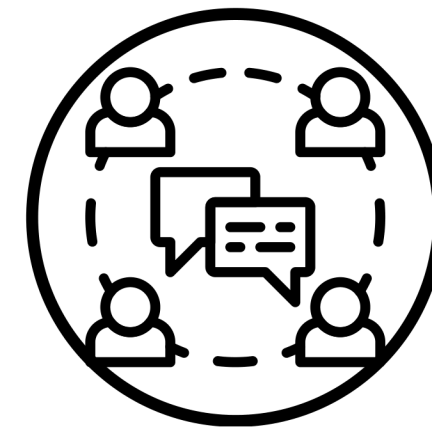




Public Policy

Advocates TxDLA positions to policymakers.
Mobilizes support statewide.
Participates in digital ed discussions/debates.
Endeavors to be considered an active player
by state/national officials.
Current initiative: policy communication
to members

Time: 2-8 hours/month



Special Interest Groups

Launch/maintain member networking groups.
Finalize initial structure.
Facilitate administrators and champions.
Administrators: Administrative duties such as
schedule meetings, marketing, notetaking, tracking
deliverable completion.
Champions: consistently lead group by mentoring,
understanding topic, ensuring relevancy, be the
cheerleader!
Promote groups.

Time: 4-6 hours/month

*with support of TxDLA Executive Manager



Next Steps for Committee Service:

Complete Volunteer Form:

<http://tiny.cc/txdlavol>

