

TxDLA CIO Position

The CIO is a business leadership position whose purpose is to drive change and innovation for TxDLA through information technology. The CIO will lead information technology decision-making for the routine operation of the organization, for event planning, preparation and delivery, and for electronic communications through online marketing, social networking and web presence. This position will serve as a liaison for all parties concerned with these functions and other related items as revealed. The CIO must have a vision for the role of IT and how it can contribute to successful operation of the association. They must be able to communicate with courtesy and persuasiveness, and have the ability to deal effectively with a wide variety of people as an effective advocate for TxDLA's interests.

Responsibilities

- Work closely with TxDLA management and external service providers on database management and web design/functionality.
- Work closely with the current TxDLA President by recruiting, organizing and chairing the Information Committee, whose responsibilities include marketing, website development and maintenance, and association newsletters per TxDLA bylaws.
- Liaison with TxDLA standing and ad hoc committees whose responsibilities are dependent upon IT functions.
- Report to the Board of Directors and the Executive Committee on the status of current IT operations, new initiatives and approved projects.
- Oversee negotiation of outsourced IT services and budgets, including recruitment of volunteers to complete information technology tasks if budget is limited.
- Oversee IT planning and development of new systems for improved operation and efficiency. During the first few years, this position will involve much transition of moving the website over to new technology, researching and organizing new technologies and tools for the association's web presence, establishing budgetary goals as well as a good volunteer committee based on plans, etc.
- Participate in organizational strategic planning.
- Recommend and monitor cutting edge technology for the benefit of TxDLA members.
- Have frequent contact with management, vendors and other parties with business related to information technology.

Qualifications

- Executive experience with budgeting, strategic planning and administration
- Management of complex technical projects
- Knowledge and experience with IT systems
- Understanding of database design and functionality
- Understanding of web design and functionality
- Effective oral and written communication skills – able to effectively work with a team of volunteers
- Ability to communicate technology issues well to all levels of understanding
- Thorough knowledge and understanding of TxDLA daily management operations and events
- Strong knowledge or experience with system analysis and development, web programming, enterprise resource planning (ERP), IT practices, telecommunications and data communications
- Database and server administration experience a plus
- Self-starter with a willingness to be a hands-on CIO when the situation arises
- Willingness to lead and work with numerous volunteers in order to meet the IT goals of the organization

Skills

- Business leadership
- Strategic planning
- Project management
- Client services
- Hands-on technology

POSITION: PRESIDENT

DESCRIPTION: Chief executive officer

REPORTS TO: Membership, Board of Directors

TERM: 3 years – includes President-Elect, President and Immediate Past-President.
Elected by Membership

PURPOSE: Serves as chief executive officer of TxDLA and acts as official representative. Provides general supervision, direction and control of the business of TxDLA.

RESPONSIBILITIES:

1. Heads the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
2. Carries out instructions of the Board of Directors.
3. Represents TxDLA at any state or national meetings designated by the Board.
4. Performs other duties as delegated by the Board.
5. Appoints committee chairs 30 days prior to assuming office and periodically as needed, after approval by board of directors. Committees include Awards, Conference (President-Elect chairs), Conference Site-Selection, Finance (Treasurer chairs), Hall of Fame (Immediate Past-President chairs), Information (CIO chairs), Membership, Nominations and Elections, Public Policy, Regional Group Development (Regional Group Development Chair chairs).
6. Presides over, delegates tasks to, and keeps apprised of committee activities from appointed committee chairs. Communicates regularly with committees and monitors committee task lists and timelines.
7. Delegates and oversees completion of tasks assigned at or developed from board meetings and Fall Leadership Workshop.
8. Presides over and develops agenda for Executive Committee meetings, recommended to be held once a month. Notice should be given at least three days prior to the date of the meeting.
9. Prior to taking office, works with Treasurer and Finance Committee to prepare an annual operating budget (see expenditure guidelines).
10. Plans the Fall Leadership Workshop for strategic planning and social networking.
11. Attends board meetings, held four times a year.
12. Reports to the board on meetings attended, committee updates, and other association activities.
13. Serves as a member of the Finance Committee.
14. Serves as an ex-officio member of the Membership Committee.
15. Serves as a guest at any standing committee meeting.

16. Writes welcome message for conference program.
17. Writes articles for newsletter.
18. Responds to correspondence on behalf of TxDLA, or delegates that correspondence to the most appropriate individual.
19. Approves (or delegates) in writing any expenditures on behalf of the operating budget of TxDLA.
20. Mentors and facilitates transition of president-elect to president.
21. Prepares annual report for presentation at annual membership meeting.
22. Consults with past-president as needed.
23. Typically presents annual awards at conference (excluding any special presenters, Don Foshee Grant and Hall of Fame).
24. Facilitates performance evaluation of management firm and renegotiation of management contract each year.
25. In the event of the absence of the Board Chair, presumes the role of Board Chairtakes over the role of Board Chair and has 30 days to replace this position with another board member

SKILLS NEEDED:

Leadership qualities, strong communication, interpersonal, and organizational skills. Ability to work as a team and to work with a variety of personalities.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization, continue the growth and to expand the reach of the constituencies. Improving job skills such as conference planning, negotiating, financial planning and budgeting, public speaking, communication.

Approximate Number of Hours Per month: 20

POSITION DESCRIPTION: PRESIDENT-ELECT

DESCRIPTION: Chair of Annual Conference, Incoming chief executive officer

REPORTS TO: Membership, Board of Directors

TERM: 3 years – includes President-Elect, President and Immediate Past-President.
Elected by Membership

PURPOSE: Serves as Chair of the Annual Conference and member of the Executive Committee.

RESPONSIBILITIES:

1. Presides over, delegates tasks to, and keeps apprised of the Conference Committee. Communicates regularly with subcommittees and monitors task lists and timelines. The Conference Committee is responsible for planning the Annual Conference, the primary source of membership and revenue for TxDLA (see Conference Checklist for detailed committee tasks).
2. Presides over and develops agenda for Conference Committee meetings.
3. Serves as a member of the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
4. Serves as a member of the Finance Committee.
5. Carries out instructions of the Board of Directors and President.
6. Performs other duties as delegated by the Board or the President.
7. Should a vacancy occur in the office of President, the President-Elect shall assume the duties of the President and serve the remainder of that term in addition to his/her own elected term.
8. Serve as chief executive officer in the President's absence.
9. Prior to taking office as President (late spring), works with Treasurer and Finance Committee to prepare an annual operating budget (see expenditure guidelines).
10. Attends board meetings, held four times a year.
11. Reports to the board on conference activities.
12. Writes welcome message for conference program.
13. Writes conference articles for newsletter.
14. Responds to correspondence regarding TxDLA's Annual Conference, or delegates that correspondence to the most appropriate individual.
15. Approves (or delegates) in writing any expenditures under the conference budget of TxDLA.
16. Mentors and facilitates transition of incoming president-elect/conference chair.
17. Consults with president as needed.

18. Presents opening welcome address at conference.

SKILLS NEEDED:

Leadership qualities, strong communication, interpersonal, and organizational skills. Ability to work as a team and to work with a variety of personalities. Negotiating skills in working with vendors and sponsors.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization, continue the growth and to expand the reach of the constituencies. Improving job skills such as conference planning, negotiating, financial planning and budgeting, public speaking, communication.

Approximate Number of Hours Per Month: 15-60 hours per month, averaging 25 hours per month.

POSITION DESCRIPTION: IMMEDIATE PAST PRESIDENT

DESCRIPTION: Immediate Past President

REPORTS TO: Membership, Board of Directors

TERM: 3 years – includes President-Elect, President and Immediate Past-President.
Elected by Membership

PURPOSE: Serves on the Executive Committee and chairs the Hall of Fame Committee.
Serves in an advisory role to current President and President-Elect.

RESPONSIBILITIES:

1. Chairs the Hall of Fame Committee, which includes selection and recommendation of committee members to the board, review of the nomination process, announcement and marketing of the award to members, reviewing submitted applications, holding committee meetings to select recipient(s), communicating with recipient(s) on travel and payment arrangements for awards presentation, obtaining biography and photo for conference program, and presenting award at the Annual Conference.
2. Chairs Don Foshee Memorial Grant Committee, which includes selection and recommendation of committee members to the board, review of the application process, announcement and marketing of the grant to members, reviewing submitted applications, holding committee meetings to select recipient(s), communicating with recipient(s) on travel and payment arrangements for awards presentation, presenting award at the Annual Conference.
3. Serve on the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
4. Carries out instructions of the Board of Directors.
5. Performs other duties as delegated by the Board or President.
6. Attends Executive Committee meetings, recommended to be held once a month.
7. Attends board meetings, held four times a year.
8. Serves as a member of the Finance Committee.

SKILLS NEEDED:

Leadership qualities, strong communication, interpersonal, and organizational skills.
Ability to work as a team and to work with a variety of personalities.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the industry, continue the growth and to expand the

reach of the constituencies. Improving job skills such as conference planning, negotiating, financial planning and budgeting, public speaking, communication.

Approximate Number of Hours Per month: 8

POSITION: CHAIRMAN OF THE BOARD

DESCRIPTION: Chairman of the Board

REPORTS TO: Board of Directors, Membership (if Member-at-Large)

TERM: 3 years. May serve up to two terms, or 6 years. Elected by Board of Directors. Must consent to serve as Chairman each year and be affirmed by a vote of the Board of Directors.

PURPOSE: Presides at all Board of Director meetings and initiates all votes on Board business.

RESPONSIBILITIES:

1. Presides over the Board of Directors, the governing body of TxDLA, serving as an advocate for the broader field of distance learning. The Board shall have the power to formulate policies of the organization consistent with its purposes and subject to any specific directions of the membership as duly adopted. The Board shall have authority to conduct all business pertaining to TxDLA, either in person or electronically, assuming responsibility for the management of the finances of the organization and acting as custodian of the property of TxDLA.
2. Presides at and attends all Board meetings, held four times per year.
3. Develops agenda for all Board meetings.
4. Notifies in writing and distributes agenda of each Board meeting to Board of Directors and TxDLA membership at least 72 hours prior to meeting. Meetings are open to any TxDLA member.
5. Requests reports from committees and Board members for all Board meetings.
6. Initiates all votes on Board business via conference call, in person or electronically.
7. Designates another Board Member to preside at meetings if unable to attend or if declines to preside.
8. Performs other duties as delegated by the Board.
9. Delegates tasks to individual members (primarily the President), and keeps apprised of Board activities. Communicates regularly with President and Board Members and monitors Board task lists and timelines.
10. Presents awards of appreciation to outgoing Board members.
11. Serves on the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
12. Attends Executive Committee meetings, recommended to be held once a month.
13. May call an Executive Committee meeting.

SKILLS NEEDED:

Leadership qualities, strong public speaking and verbal/written communication skills, interpersonal and organizational skills. Ability to work as a team and to work with a variety of personalities. Understanding of Robert's Rules of Order. Commitment to attend each meeting, confidence, firmness, a few years of active membership or involvement in TxDLA, knowledge of how TxDLA functions.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization, continue the growth and to expand the reach of the constituencies. Improving job skills such as public speaking, communication and leadership.

Approximate Number of Hours Per month: 10

POSITION: SECRETARY

DESCRIPTION: Secretary at Board and Executive Committee Meetings

REPORTS TO: Membership, Board of Directors

TERM: 2 years – Elected by Membership; May serve a total of 2 terms, or 4 years.

PURPOSE: Keeps records of all membership, Executive Committee, and Board of Directors meetings, serves on the Executive Committee.

RESPONSIBILITIES:

1. Documents each Executive Committee meeting and provides a report to each Executive Committee member.
2. Records minutes for each Board meeting and provide each board member with a copy. Once approved, ensure minutes are posted on the TxDLA website for all members to view.
3. Ensures all minutes, policies and procedures are accurate, current and complete.
4. Compiles and keeps historical records of TxDLA.
5. Serves on the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
6. Carries out instructions of the Board of Directors.
7. Performs other duties as delegated by the Board or President.
8. Attends Executive Committee meetings, recommended to be held once a month.
9. Attends board meetings, held four times a year.

SKILLS NEEDED:

Attention to detail, excellent written communication skills, organizational skills, commitment to timely completion of minutes, a few years of active membership or involvement in TxDLA, knowledge of how TxDLA functions.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the industry. Improving job skills such as organization and communication.

Approximate Number of Hours Per month: 10

POSITION: TREASURER

DESCRIPTION: Treasurer

REPORTS TO: Membership, Board of Directors, President (as Finance Committee Chair)

TERM: 2 years – Elected by Membership; May serve a total of 2 terms, or 4 years.

PURPOSE: Oversees all financial matters of the association, chairs the Finance Committee, serves on the Executive Committee.

RESPONSIBILITIES:

1. Chairs the Finance Committee including selection of committee members for board approval.
2. Makes financial reports to the Board including the Treasurer's Report and the annual Financial Reports.
3. Advises the Board on fiscal matters including contracts, indemnification, IRS reports, internal controls, and audits.
4. Develops and edits TxDLA financial policies including the Expenditure Guidelines, Notes to the Financial Reports, and Notes to the Budget.
5. Develops the annual operating budget, reviews and advises on the conference budget, and representing the finance committee recommends adjustments to the budgets.
6. Reviews and signs monthly (occasionally more frequently) checks and invoices. Organizes and files records.
7. Reviews monthly financial statements as supplied by TxDLA Manager. Makes recommendations or corrections as needed.
8. Reviews and approves expenditures as dictated by the approved TxDLA Expenditure Guidelines.
9. Ensures that all financial decisions are dictated by the TxDLA Expenditure Guidelines.
10. Serves on the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
11. Attends board meetings, held four times a year.
12. Carries out instructions of the Board of Directors.
13. Attends Executive Committee meetings, recommended to be held once a month.
14. Performs other duties as delegated by the Board or President.

SKILLS NEEDED:

Knowledge of Generally Accepted Accounting Principles and related financial knowledge, attention to detail, excellent organizational skills, commitment to timely review and signature of monthly checks/invoices.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the

industry. Improving job skills such as budgeting, planning, accounting, organization and communication.

Approximate Number of Hours Per month: 10

POSITION: BOARD MEMBER-AT-LARGE

DESCRIPTION: Board Representative elected by the general membership.

REPORTS TO: Board of Directors, Membership

TERM: 3 years – Elected by Membership; May serve a total of 2 terms, or 6 years. Term begins on July 1 of year elected.

PURPOSE: Voting member of the Board of Directors which serves as the governing body of TxDLA and advocates for the broader field of distance learning.

RESPONSIBILITIES:

1. Assists in formulating policies of the organization consistent with its purposes and subject to any specific directions of the membership.
2. Assists in conducting all business pertaining to TxDLA, either in person or electronically, assuming responsibility for the management of the finances of the organization and acting as custodian of the property of TxDLA.
3. Assists in development of the strategic direction, policies and procedures of TxDLA.
4. Supports TxDLA's mission, goals and code of ethics.
5. Attends board meetings, held four times a year, and is prepared and informed about issues on the agenda including review of board minutes and other materials distributed prior to the meeting.
6. Contributes to meetings by expressing one's point of view with the best interest of TxDLA in mind.
7. Considers other points of view, makes constructive suggestions, encourages and respects questions and discussions that help the board make decisions that benefit TxDLA.
8. Regularly attends all local regional group meetings and other committee meetings involved.
9. Volunteers for and willingly accepts assignments and completes in a thorough and timely manner.
10. Actively recruits and nominates new board members and committee members.
11. Actively recruits new TxDLA members.
12. Serves as a mentor to newly elected board members.
13. Makes every attempt to attend TxDLA's Annual Conference and TxDLA's Fall Leadership Workshop and volunteers as needed.
14. Encourages membership participation and involvement in TxDLA events and committees.
15. Becomes knowledgeable about TxDLA.
16. Carries out instructions of the Board of Directors.
17. Performs other duties as delegated by the Board.

SKILLS NEEDED:

Excellent communication skills, leadership skills, organizational skills, commitment to attend and participate in meetings, a few years of active membership or involvement in TxDLA, knowledge of how TxDLA functions.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the industry. Improving job skills such as organization and communication.

Approximate Number of Hours Per Month: 3

POSITION: BOARD-ELECTED DIRECTORS / CONSTITUENCY REPRESENTATIVES

DESCRIPTION: Board Representative for a Specific Industry including a K-12 Education Representative, Higher Education Representative, Vocational/Technical Education Representative, Government/Military Representative, Corporate/Private Sector Representative and Healthcare/Telemedicine Representative

REPORTS TO: Board of Directors, Membership Constituency Represented

TERM: 3 years – Elected by Board of Directors; May serve a total of 2 terms, or 6 years. Term begins on July 1 of year elected.

PURPOSE: Advocate for the specific constituency represented including identifying needs, promoting achievements, fostering leadership and maintaining communication channels.

RESPONSIBILITIES:

1. Acts as voting member of the Board of Directors which serves as the governing body of TxDLA and advocates for the broader field of distance learning.
2. Assists in formulating policies of the organization consistent with its purposes and subject to any specific directions of the membership.
3. Assists in conducting all business pertaining to TxDLA, either in person or electronically, assuming responsibility for the management of the finances of the organization and acting as custodian of the property of TxDLA.
4. Assists in development of the strategic direction, policies and procedures of TxDLA.
5. Supports TxDLA's mission, goals and code of ethics.
6. Represents needs of the constituency while serving on Board of Directors.
7. Attends board meetings, held four times a year, and is prepared and informed about issues on the agenda including review of board minutes and other materials distributed prior to the meeting.
8. Contributes to meetings by expressing one's point of view with the best interest of TxDLA and represented constituency in mind.
9. Considers other points of view, makes constructive suggestions, encourages and respects questions and discussions that help the board make decisions that benefit TxDLA.
10. Regularly attends all local regional group meetings and other committee meetings involved.
11. Volunteers for and willingly accepts assignments and completes in a thorough and timely manner.
12. Actively recruits and nominates new board members and committee members.
13. Actively recruits new TxDLA members.
14. Serves as a mentor to newly elected board members.

15. Makes every attempt to attend TxDLA's Annual Conference and TxDLA's Fall Leadership Workshop and volunteers as needed.
16. Encourages constituency participation and involvement in TxDLA events and committees.
17. Serves as a member of the Membership Committee.
18. Answers specific questions submitted through email or the website that pertain to constituency represented.
19. Provides information and reports regarding constituency represented to newsletter and website committees.
20. Becomes knowledgeable about TxDLA.
21. Carries out instructions of the Board of Directors.
22. Performs other duties as delegated by the Board.

SKILLS NEEDED:

Affiliation with industry represented, excellent communication skills, leadership skills, organizational skills, commitment to attend and participate in meetings, a few years of active membership or involvement in TxDLA, knowledge of how TxDLA functions.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the industry. Improving job skills such as organization and communication.

Approximate Number of Hours Per Month: 4

POSITION: EXECUTIVE PARTNERSHIP CHAIR

DESCRIPTION: Chairman of the Executive Partnership Council and Representative to the Board

REPORTS TO: Board of Directors

TERM: 3 years – Elected by Board of Directors; May serve a total of 2 terms, or 6 years. Term begins on July 1 of year elected.

PURPOSE: Chairs the Executive Partnership Council, which encourages the development and growth of partnerships and the attainment the Council's goals.

RESPONSIBILITIES:

1. Oversees the Executive Partnership Council and works to ensure attainment of its purpose and goals.
2. Fosters dialogue and enables the dissemination and collection of information to benefit the public and private sectors as well as individual members.
3. Encourages collaborative public/private relationships and partnerships, fostered in honesty and integrity, and initiates Council activities to advance the cause of distance learning, TxDLA, and its members at all levels, including the Regional Group level.
4. Implements procedures and initiates activities to ensure that the goals identified for the Council are realized, contributing to TxDLA's overall success and mission, and ensuring the general TxDLA membership will reap the benefits of mutual cooperation and access to timely and accurate information about products, services, and markets.
5. Seeks and encourages corporate sponsorships and financial assistance.
6. Seeks and encourages corporate participation in the annual conference exhibit hall and support of Regional Group meetings.
7. Keeps accurate historical records of contributions made by qualified EPC members (representatives of public and private sector organizations that have made a commitment of at least five-thousand dollars -- for-profit organizations and companies -- or at least three-thousand dollars for non-profit organizations and companies over a maximum of a three-year period in cash, in-kind products or services, or a combination thereof, to support or sponsor TxDLA operations and activities). Reviews and reaffirms the list of members annually.
8. Appoints and invites qualified partners to become members of the EPC for a three-year term (unlimited terms) and determines appropriate contact information.
9. Organizes at least two meetings per year of the Council as well as meetings with TxDLA's general membership at the annual conference or at regional group meetings.

10. Provides a written report concerning activities of the Council at each meeting of the Board of Directors.
11. Ensures that a list of partners is maintained on the TxDLA website to provide members with access to the latest information.
12. Serves as a member of the Regional Group Development Committee.
13. Acts as voting member of the Board of Directors which serves as the governing body of TxDLA and advocates for the broader field of distance learning.
14. Assists in formulating policies of the organization consistent with its purposes and subject to any specific directions of the membership.
15. Assists in conducting all business pertaining to TxDLA, either in person or electronically, assuming responsibility for the management of the finances of the organization and acting as custodian of the property of TxDLA.
16. Assists in development of the strategic direction, policies and procedures of TxDLA.
17. Supports TxDLA's mission, goals and code of ethics.
18. Attends board meetings, held four times a year, and is prepared and informed about issues on the agenda including review of board minutes and other materials distributed prior to the meeting.
19. Contributes to meetings by expressing one's point of view with the best interest of TxDLA and its partners in mind.
20. Considers other points of view, makes constructive suggestions, encourages and respects questions and discussions that help the board make decisions that benefit TxDLA.
21. Regularly attends all local regional group meetings and other committee meetings involved.
22. Volunteers for and willingly accepts assignments and completes in a thorough and timely manner.
23. Actively recruits and nominates new board members and committee members.
24. Actively recruits new TxDLA members.
25. Serves as a mentor to newly elected board members.
26. Makes every attempt to attend TxDLA's Annual Conference and TxDLA's Fall Leadership Workshop and volunteers as needed.
27. Encourages participation and involvement in TxDLA events and committees.
28. Assists in collection and submission of regional group information and reports to newsletter and website committees.
29. Becomes knowledgeable about TxDLA.
30. Carries out instructions of the Board of Directors.
31. Performs other duties as delegated by the Board.

SKILLS NEEDED:

Excellent communication skills, leadership skills, organizational skills, commitment to attend and participate in meetings, a few years of active membership or involvement in TxDLA, knowledge of how TxDLA functions.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the industry. Improving job skills such as organization and communication.

Approximate Number of Hours Per Month: 10

POSITION: PARLIAMENTARIAN

DESCRIPTION: Parliamentarian at Board and Executive Committee Meetings

REPORTS TO: Board of Directors and Executive Committee

TERM: 3 years – Elected by Board of Directors; can serve unlimited terms.

PURPOSE: Nonvoting member who ensures that Board of Director and Executive Committee meetings are conducted according to Robert's Rules of Order and in compliance with the Bylaws in order to improve the effectiveness of the organization's meetings.

RESPONSIBILITIES:

1. Reviews agenda prior to each Board and Executive Committee meeting.
2. Reviews and studies Bylaws and Robert's Rules of Order for understanding.
3. Assists the presiding officer (Chairman or President) by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.
4. When requested, impartially advises presiding officer on questions of parliamentary procedure and maintaining order in the meeting. If the parliamentarian has expressed an opinion at the request of the presiding officer, the officer must still make the ruling.
5. Ensures that the Board of Directors and Executive Committee follow the correct procedures in meetings by using Robert's Rules of Order.
6. Assists the Board of Directors and Officers with training and information on parliamentary procedures.
7. Attends Executive Committee meetings, recommended to be held once a month.
8. Attends board meetings, held four times a year.

SKILLS NEEDED:

Strong public speaking and verbal communication skills, strong understanding of Robert's Rules of Order and ability to explain to others, training skills, detail-oriented, organizational skills, commitment to attend each meeting, confidence, firmness, a few years of active membership or involvement in TxDLA, knowledge of how TxDLA functions.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the industry. Improving job skills such as public speaking, organization and communication.

Approximate Number of Hours Per Month: 3

POSITION: REGIONAL GROUP DEVELOPMENT CHAIR

DESCRIPTION: Chairman of the Regional Group Development Committee and Representative to the Board

REPORTS TO: Board of Directors, President (as Chair of Regional Group Development Committee)

TERM: 3 years – Elected by Board of Directors; May serve a total of 2 terms, or 6 years. Term begins on July 1 of year elected.

PURPOSE: Encourages the development and growth of Regional Groups and the attainment of each Group's goals. .

RESPONSIBILITIES:

1. Serves as the liaison among the Board, Regional Groups, and the Regional Group Development Committee.
2. Presides as chair of the Regional Group Development Committee, which is responsible for establishing and supporting Regional Groups. The committee consists of all Regional Group Coordinators and the EPC Chair.
3. As chair of the Regional Group Development Committee, regularly apprises the President of the committee's activities and provides a written report concerning such at each meeting of the Board of Directors. The report shall include a summary of activities from each Regional Group.
4. As chair of the Regional Group Development Committee, provides input to the Board about how TxDLA can best encourage and utilize regional cooperation in developing strategic plans, implementing strategies to meet regional needs, and fulfilling TxDLA's mission and goals.
5. Assists in allocation, facilitation and disbursement of funds used from the Regional Group budget.
6. Communicates with Regional Group Coordinators about resources available to them including the Regional Groups Guide, funds available for meetings from the operating budget, listserv and electronic tools for meetings and communication.
7. Assists in formation and sustaining of regional groups.
8. May appoint Regional Group Steering Committees to assist Regional Group Coordinators in attaining the regional group's mission and goals.
9. Works with the Regional Group Coordinators to formulate appropriate meeting agendas and opportunities to contribute to the success of the Regional Groups and TxDLA.
10. Works with the Regional Group Coordinators to find no-cost or low-cost ways of managing the groups when assistance is needed.
11. Updates and reviews the Regional Groups Guide and distributes to Regional Group Coordinators.

12. Serves as a member of the Membership Committee.
13. Acts as voting member of the Board of Directors which serves as the governing body of TxDLA and advocates for the broader field of distance learning.
14. Assists in formulating policies of the organization consistent with its purposes and subject to any specific directions of the membership.
15. Assists in conducting all business pertaining to TxDLA, either in person or electronically, assuming responsibility for the management of the finances of the organization and acting as custodian of the property of TxDLA.
16. Assists in development of the strategic direction, policies and procedures of TxDLA.
17. Supports TxDLA's mission, goals and code of ethics.
18. Attends board meetings, held four times a year, and is prepared and informed about issues on the agenda including review of board minutes and other materials distributed prior to the meeting.
19. Contributes to meetings by expressing one's point of view with the best interest of TxDLA and regional groups in mind.
20. Considers other points of view, makes constructive suggestions, encourages and respects questions and discussions that help the board make decisions that benefit TxDLA.
21. Regularly attends all local regional group meetings and other committee meetings involved.
22. Volunteers for and willingly accepts assignments and completes in a thorough and timely manner.
23. Actively recruits and nominates new board members and committee members.
24. Actively recruits new TxDLA members and encourages regional group coordinators to carry out recruitment efforts at the regional level.
25. Serves as a mentor to newly elected board members.
26. Makes every attempt to attend TxDLA's Annual Conference and TxDLA's Fall Leadership Workshop and volunteers as needed.
27. Encourages participation and involvement in TxDLA events and committees.
28. Assists in collection and submission of regional group information and reports to newsletter and website committees.
29. Becomes knowledgeable about TxDLA.
30. Carries out instructions of the Board of Directors.
31. Performs other duties as delegated by the Board.

SKILLS NEEDED:

Excellent communication skills, leadership skills, organizational skills, commitment to attend and participate in meetings, a few years of active membership or involvement in TxDLA, knowledge of how TxDLA functions.

BENEFITS TO SERVING:

Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to

improve the organization and the industry. Improving job skills such as organization and communication.

Approximate Number of Hours Per Month: 10