

Broward ESE Advisory Council will hold its annual election for executive board positions at its general meeting on Wednesday May 15th, from 6.15pm at Indian Ridge Middle.

Nominations are invited for the four officer positions - Chair, Vice Chair, Recording Secretary and Corresponding Secretary - and three “at large” board members.

Nominations and inquiries should be sent to the Nominations Committee Chair, Bach Todaro at correspondingsec.browardese@gmail.com.

To stand for election, you must be a voting member, having attended two out of the last six meetings prior to nomination. Officers’ duties are outlined on the attached documents.

ARTICLE VI. DUTIES OF OFFICERS

- Section 1:** The Chairperson ("Chair") shall have the following duties/responsibilities:
- a. The Chair shall be a Voting and Steering Member of the ESE Advisory and attend meetings regularly; and
 - b. The Chair shall approve all correspondence written on behalf of the ESE Advisory; and
 - c. The Chair shall preside over all general and steering meetings of the ESE Advisory and the Chair will be an ex-officio member of all ESE Advisory committees/sub-committees except the nominating committee; and
 - d. The Chair shall prepare an agenda at least seven (7) days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests the same in writing; and
 - e. The Chair shall attend BCPSB meetings (or appoint a designee to attend) when an ESE related issue is on the agenda; and
 - f. The Chair shall draft and present a written monthly ESE Advisory report to the BCPSB or the Superintendent; and
 - g. The Chair shall attend and represent ESE Advisory (or appoint a designee to attend) at all applicable BCPS meetings (i.e., DAC), functions, events, initiatives, workshops or programs and draft or obtain a summary report on any and all meetings, functions, events, etc. attended and present said report(s) to the General and Voting Members of ESE Advisory; and
 - h. The Chair will meet annually with the Superintendent or his designee to collaborate on the goals and objectives of the ESE Advisory for the current school year. The ESE Advisory will strive to finalize its goals and objectives for the current school year by its second meeting of said school year. Subsequently, the goals and objectives will be provided to the BCPSB through the Superintendent; and
 - i. The Chair may not be a part-time or full time employee of BCPS.

- Section 2:** The Vice-Chairperson ("Vice-Chair") shall have the following duties/responsibilities: The Vice-Chair shall be a Voting and Steering Member of the ESE Advisory and attend meetings regularly; and
- b. The Vice-Chair shall preside over ESE Advisory general and steering meetings in the absence of the Chair; and
 - c. The Vice-Chair shall represent the Chair in his/her assigned duties in the Chair's absence and shall perform other such duties as from time to time may be assigned to him/her by the Chair; and
 - d. If the Chair position becomes vacant the Vice-Chair shall automatically assume the position of Chair; and
 - e. The Vice-Chair shall obtain, maintain and provide BCPS required training materials to all Voting Members; and
 - f. The Vice-Chair may not be a part-time or full time employee of BCPS.

Section 4: The **Recording Secretary** shall have the following duties/responsibilities:

- a. The Recording Secretary shall be a Voting and Steering Member of the ESE Advisory and attend meetings regularly; and
- b. The Recording Secretary shall keep the minutes of all ESE Advisory meetings, general, steering and special meetings, including committees and sub-committees; and
- c. The Recording Secretary shall be the records custodian of all committee reports, minutes of meetings and correspondence; and
- d. The Recording Secretary shall prepare and transmit true and correct copies of the minutes of any given ESE Advisory meeting as requested to ESE Advisory General and Voting Members (as defined in Article IV, Section 1 and 3), to the Superintendent and to such other persons as the Council may direct; and
- e. The Recording Secretary shall perform other such duties as from time to time may be assigned to him/her by the Chair; and
- f. The Recording Secretary, in conjunction with the Chair, shall ensure that the ESE Advisory general and steering meeting minutes are provided to the Voting Members for review and approval at the next general or steering meeting, as applicable; and
- g. The Recording Secretary shall obtain and retain copies of all ESE Advisory general, steering and committee meeting minutes, correspondence, Chair reports and other meeting or committee reports presented to the ESE Advisory.

Section 5: The **Corresponding Secretary** shall have the following duties/responsibilities:

- a. The Corresponding Secretary shall be a Voting and Steering Member of the ESE Advisory and attend meetings regularly; and
- b. The Corresponding Secretary shall ensure that all notices are duly distributed, posted or published in accordance with applicable BCSB Policy and Sunshine Laws; and
- c. The Corresponding Secretary shall prepare and disseminate ESE Advisory correspondence as necessary, directed by an action of the ESE Advisory, by an action of the ESE Advisory Steering Committee or by an action of the ESE Advisory Chair; and
- d. The Corresponding Secretary shall perform other such duties as from time to time may be assigned to him/her by the Chair.

Steering Committee: This committee will be comprised of the Four Officers; Chair, Vice-Chair, Recording Secretary, and Corresponding Secretary, plus three voting members elected by the voting members during a General Meeting.