

Katy Parents of Gifted & Talented, Inc.
Vice President-Advisory Council
(will be two positions in 2009-10 divided as Elementary/Secondary)

Term of Office

The Vice President - Advisory Council is an officer elected by a vote of the general membership for a two-year term in compliance with the bylaws. Election and installation occurs at the Spring General Membership Meeting. The term of office begins and ends at the end of the Katy ISD school year. Should a vacancy occur mid-term, the Board may elect a replacement by majority vote.

Qualifications

The VP – Advisory Council must have excellent communication skills, and be able to work independently to develop creative solutions in the best interest of the organization. The VP – Advisory Council must also have well-developed time management skills and be able to deliver on promised outcomes in a timely manner. Proficiency with basic computer word processing, spreadsheet maintenance and email is required. One full year of experience as a successful campus Liaison will enhance the ability to advise other Liaisons.

Position Description:

The VP – Advisory Council shall coordinate Liaison meetings and the recruitment and retention of at least one Liaison from each Katy ISD campus. The VP – Advisory Council must facilitate constructive communication between campus Liaisons and Board members. The VP – Advisory Council actively supports and guides Liaisons in developing and implementing KPGT programs at each campus and strives for consistency between campuses. Maintaining and implementing successful succession planning for campus Liaisons is crucial to the health of the organization. All officers of KPGT must hold membership in the organization and demonstrate commitment to the work of the organization.

DUTIES (include, but are not limited to):

1. Attend and participate in meetings and community events to recruit KPGT Liaisons
2. Maintain and publicize a database of current Liaisons and vacant Liaison positions
3. Equip, train and provide orientation for new campus Liaisons
4. Help Liaisons establish and maintain close working relationships with their campus personnel
5. Initiate and coordinate volunteer appreciation through monthly Liaison meetings
6. Assist the President in planning and conducting effective monthly Liaison meetings
7. Provide ongoing, supportive, constructive and proactive communication with all Liaisons
8. Solicit and track volunteer hours of Liaisons and Board members
9. Prepare for and actively participate in monthly Board meetings and Liaison meetings
10. Address concerns of Liaisons, GT teachers and Board members in a timely manner
11. Promote the vision and mission of KPGT to people of diverse cultures, ethnicities and backgrounds
12. Recommend to the Board and execute refinements to the volunteer Liaison program
13. Retain records and transfer to incoming VP – Advisory Council as part of transition
14. Demonstrate commitment to and promote awareness of the work of the organization
15. Foster a positive working relationship with other board members, volunteers, and Katy ISD staff
16. Be aware of and disclose any conflict of interest. Abstain from any action where such conflict may exist.

Generally, Board members are parents of children participating in the GT program of Katy ISD. The KPGT Bylaws require all Liaisons and KISD committee members to be parents of GT students. A minimum of 2/3 of the Board must be parents of KISD GT students. Compliance will be the responsibility of the Board and nominating committee.