



# NAGC BOARD POLICY

Policy Manual – 8.1.1

Last Modified: 03/12/07

<b>POLICY TITLE:</b>	<b>Governance Committee</b>	
<b>RESPONSIBILITY OF:</b>	<b>Governance Secretary</b>	<b>APPROVED ON: 03/24/07</b>
<b>PREPARED BY:</b>	<b>Nancy Green &amp; Sidney Moon</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article X, Section 0, 0.0</b>	

## I. STATEMENT OF PURPOSE

This policy and procedure addresses the purpose, composition, and functioning of the Governance Committee. The Governance Committee is responsible for ongoing review and recommendations to enhance the quality and functioning of the board. In performing its duties, the Committee will maintain effective working relationships with the Board, and will provide oversight of the various policies and procedures related to both board and organization committees.

## II. POLICY STATEMENT

1. **Charge:** The Governance Committee will monitor the governance function and document potential organizational issues, and shall report to the Board on an annual basis any suggested changes to the Regulations, policies and procedures of the organization that may be appropriate and in the best interests of the organization. (*Regulation 8.3.1*)
2. **Chair:** The Governance Secretary, an elected officer position on the Board of Directors, shall serve as Chair.
3. **Roles and Responsibilities:** To fulfill its governance oversight responsibilities in concert with the Board of Directors, the Governance Committee will:
  - Lead the Board in regularly reviewing and updating the board's statement of its role and areas of responsibility, and expectations of individual board members
  - Assists the board in updating and clarifying its primary area of focus for the next year or two based on the strategic plan.
  - Annually review the NAGC Policy Manual for accurate representation of current governance operations.
  - Maintain Board job descriptions, guidelines and policies reflective of best practice.
  - Design and oversee a process of board orientation, as well as an ongoing program of board information and education.
  - Leads the periodic assessment of board performance; proposes, as appropriate, changes in board structure, roles, and responsibilities.
  - Assist the Board in selecting and implementing its meeting protocol
  - Oversee the process by which official position papers of the organization are developed and approved
4. **Membership.** Each committee member shall be a member of the association and a member of the Board of Directors. The Committee will consist of the Governance Secretary, as chair, and at least two members of the Board appointed by the President with the approval of the Board. The Executive Director serves in an ex officio role.



# NAGC BOARD POLICY

Policy Manual – 8.1.2

Last Modified: 03/24/07

<b>POLICY TITLE:</b>	<b>Finance &amp; Audit Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 03/24/07</b>
<b>PREPARED BY:</b>	<b>Andy Bassett/Nancy Green</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article X, Section 0, 0.0</b>	

## I. STATEMENT OF PURPOSE

This policy and procedure addresses the purpose, composition, and functioning of the Finance and Audit Committee. In performing its duties, the Committee will maintain effective working relationships with the Board, and oversight of the independent auditors and the financial management of the association.

## II. POLICY STATEMENT

Charge: The Committee shall oversee the budget planning process and prepare the association's annual budget, in collaboration with the Executive Director, and present it to the Board of Directors. The committee, with the inclusion of other Board members, has oversight responsibility for the annual budget and establishment of policies for monitoring expenditures in a given fiscal year. In addition, the committee plays a leadership role in setting policy on long-term financial management goals, reserve and investment policies, and risk management.

1. Chair: The Treasurer, an elected officer position on the Board of Directors, shall serve as Chair.
2. Roles and Responsibilities: To fulfill its financial oversight responsibilities in concert with the Board of Directors, the Finance and Audit Committee will:
  - Monitor the integrity and transparency of the association's financial statements,
  - Oversee the system of internal controls over financial reporting,
  - Develop and maintain the association's fiscal policies including risk assessment, risk management, investments and capital expenditures,
  - Verify the independent auditor's qualifications and independence, and review major contracts,
  - Generally oversee the association's financial strategy and long-term fiscal goals.
3. Membership. Each committee member shall be a member of the association and a member of the Board of Directors. The Committee will consist of the Treasurer, as chair, and at least two members of the Board. The Executive Director and Director of Finance serve in ex officio roles.



# NAGC BOARD POLICY

Policy Manual – 8.1.3

Last Modified: -12/5/18

<b>POLICY TITLE:</b>	Elections Committee	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 3/24/07</b>
<b>PREPARED BY:</b>	Olzsewski-Kubilius, Green	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	Article V, Section 5.4; Article VIII, Section 8.3 and 8.3.3	

## I. STATEMENT OF PURPOSE

This policy and procedure describes the purpose, composition, and functioning of the NAGC Elections Committee.

## II. POLICY STATEMENT

Charge. The Elections Committee has formal overlap with the NAGC Board of Directors. It is commissioned by and responsible to the NAGC Board to annually recommend a slate of directors to the membership for approval. To ensure a fair and equitable process, members of the elections committee are not eligible to write letters of recommendation or run for office during their term of service. According to NAGC Regulations: *With input from appropriate stakeholders and organization committees, the Elections Committee recommends a slate to the Board of potential new Board members for election by the membership (Regulations 8.3.3).* Included among “New Board members” are candidates for elected officers of the organization and Network Chairs.

The Elections Committee is responsible for establishing the eligibility criteria for each elected office, with approval of the Board, based on approved NAGC Regulation article XI, and for ensuring that the elections are held in a timely and equitable fashion. The Leadership Development Committee is responsible for advertising open positions and recruiting eligible, well-qualified persons to seek office.

1. Chair. The Regulations state: *The Past-President will serve a two-year term as an ex-officio member of the Board and chair the Elections Committee (Regulations 5.4).* Hence, the Past-President serves as Chair of the Elections Committee. S/he does not have voting privileges on the Elections Committee (Regulations 8.3.3.).
2. Membership. The Regulations state: *The Elections Committee will consist of the*

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*Past President, as chair (without voting privileges), and at least three voting members of the Board, as well as four to six designated positions representing various stakeholder groups, including an additional Past President. (Regulations 8.3.3.).* The members of the Elections Committee will be recommended by the Past President, with input from the Leadership Development Committee, and must be approved by a majority of Board members. These members serve staggered two-year terms.

3. Qualifications. Members of the Elections Committee:
  - a. Shall be knowledgeable about the structure and objectives of NAGC
  - b. Currently serve NAGC or have served NAGC in some leadership capacity
  - c. Familiar with the responsibilities and duties of the directors for which they are evaluating candidates
  - d. Should have a wide acquaintance with stakeholder groups across the NAGC structure, including state directors, networks, state affiliates, committees
  
4. Conflict of Interest
  - Applicants for a Board of Directors or Network position may not serve on the Election Committee)
  - No Elections Committee member may write a letter of recommendation for any applicant; or nominate an applicant for a Board or Network position while serving as a member of the Elections Committee.
  
5. Election Procedures

The Regulations state: *The approved ballot shall be sent to all eligible voting members of the association. The election shall be open for voting for at least four (4) weeks. Electronic voting is permitted. Elections shall be held annually. Terms of office shall commence on the first day of September following the election. (Regulations 11.3, 11.1)*

Call for Nominations. To ensure that the slate for election of Board members represents diverse stakeholders, agreed-upon representation, and new leaders, the Leadership Development Committee will begin active recruitment efforts no less than six months in advance of the annual election, which must begin by May 1. An open call for nominations, including self-nominations, will be included in all appropriate delivery vehicles, such as the NAGC website and official NAGC publications.

Clear eligibility criteria and application procedures, established by the Elections Committee, and reviewed periodically, will be accessible to members via the NAGC website no later than the first week of December of any given year.

Throughout the nominations window, the Leadership Development Committee

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and National office will promote the open positions and the opportunity for nominations and self-nominations. Members of the Leadership Development Committee will proactively recruit applicants from a wide variety of stakeholder groups as part of their official charge. Nomination materials may be submitted to the National office via regular mail or electronic mail as indicated in the application procedures.

The nominations process will close March 1. The National office will promote the nominations deadline and will make every effort to contact applicants prior to this deadline to ensure complete materials have been received.

Creating the Slate. Applications will be verified and processed by the National office. Photocopies or emails of fully complete applications, nomination materials checklist, and candidate approval sheet will then be sent to Elections Committee no later than April 1.

During the first two (2) weeks of April, the Elections Committee evaluates qualified applicants based on established criteria, expertise appropriate to the strategic emphases of the organization, and the consideration of cultivating new leadership for NAGC. Committee members indicate their approval of candidates for the slate on an evaluation sheet which is returned to the National office by mid-April.

The Elections Committee shall make every effort to present at least two nominees for each position to ensure contested elections. If by the nominations deadline only a single application has been received, the Leadership Development Committee working with the National office will, when possible, contact additional individuals eligible to run for the position in a final effort to ensure the position is contested.

Presentation of the Slate. After reviewing the results of the evaluation forms, the Elections Committee will compile and present the proposed slate of candidates to the Board of Directors. It is expected that each candidate presented meets criteria that reflect the professional reputation of NAGC, as well as the skill sets required for the role as they are currently established. The slate should represent geographic and cultural diversity. Not every candidate who applies will necessarily be accepted for the slate.

The slate of candidates and the nominations materials for each candidate are accessible via the NAGC website for up to two (2) weeks prior to the opening of the elections voting window. Members are notified by email when the slate of candidates and candidate information is available on the NAGC website for in advance of voting.

The National office creates an electronic ballot in coordination with an on-line elections vendor.

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Voting. No later than May 1, eligible NAGC members are alerted via email that the e-ballot is accessible and voting is open. The electronic ballot is “live” and accessible until June 1.

The National office will contact members via email at least twice during the voting window with a reminder to vote.

Voting concludes at midnight on June 1. Results of the election will be tallied by the online elections vendor and the results reported to National office staff. All candidates will be notified of election results in writing and/or via phone within one week of the closing of the election. The Board will be notified of the election results immediately following the notification of candidates. Following the notification of candidates and the Board, the general membership will receive notification of the election results. All terms begin on September 1.



# NAGC BOARD POLICY

Policy Manual – 8.2

Last Modified: 01/08/09

<b>POLICY TITLE:</b>	<b>Organization Committees</b>	
<b>RESPONSIBILITY OF:</b>	<b>Governance Committee</b>	<b>APPROVED ON: 03/7/09</b>
<b>PREPARED BY:</b>	<b>Siegle, VanTassel-Baska, Green</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Section 8: Committees</b>	

## I. STATEMENT OF PURPOSE

This policy defines the overarching framework that applies to all of the organization committees of NAGC, regardless of their specific charge.

## II. POLICY STATEMENT

Charge: Organization Committees work in partnership with the national office to implement the strategic directions set by the Board. (*Regulations 8.1*) Each of the organization committees also has a specific charge related to the outcomes of its work.

Creation: Organization Committees may be designated by a resolution adopted by a majority of the directors present at a Board meeting at which a quorum is present pursuant to the recommendations of the Executive Director. (*Regulations 8.4*)

1. Chair. Each committee will have a chair appointed by the President in consultation with the Leadership Development Committee and approved by the Board. The chair serves a two-year term parallel to the President's term. Other general responsibilities of the chair include:

- Work with the President and the Leadership Development Committee to identify potential committee members for board approval.
- Set the committee's agenda based upon the input of other committee members, the national office, and the Board.
- Determine annual goals and objectives for the committee within the expectations set by the Board and executive director.
- Present pertinent information about committee progress to the Board in twice annual written reports.
- Review committee policy/charge on an annual basis and recommend changes to the Board as needed.
- Work in collaboration with other organization committees as needed.

2. Membership: Except as provided in the resolution, members of each such committee shall be members of the Association. (*Regulations 8.4*) Each organization committee will have no less than eight and no more than 15 members. Current members of the NAGC Board are not eligible to serve on Organization Committees. Members serve three-year staggered terms, with one-third rotating off each year. Members are eligible to serve on no more than two committees simultaneously. **NAGC committee membership should reflect the diversity of the NAGC membership, its stakeholders, and the broader society.**
3. Term Limits: **Members may serve no more than two staggered terms (a total of 6 years) on a specific organization committee over a 10 year period. However, members may rotate through as many committees as they wish, observing the policy on service on no more that two committees during the same timeframe.**
4. Voting: Committee members agree to recuse themselves on votes where they have a conflict of interest, including voting for themselves.
5. Accountability: Organization Committees collaborate with the National Office in order to accomplish their work and to the Board through bi-annual reports and presentations as required.





# NAGC BOARD POLICY

Policy Manual – 8.2.1

Last Modified: 2/22/07

<b>POLICY TITLE:</b>	<b>Leadership Development Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/15/07</b>
<b>PREPARED BY:</b>	<b>Sidney Moon &amp; Rick Olenchak</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article VIII, Sections 8.1 and 8.4</b>	

## I. STATEMENT OF PURPOSE

These policies and procedures describe the purpose, composition, and functioning of the Leadership Development Committee.

## II. POLICY STATEMENT

1. Charge: The NAGC Leadership Development Committee is an organizational committee that is charged with identifying, recruiting, and developing leaders for all aspects of the organization. The Committee is advisory to the President, the Elections Committee, and the Board of Directors. The Leadership Development Committee actively recruits persons to run for the elected offices of the organization and recommends persons to the President for service on organizational committees and task forces. In addition, the Committee sponsors leadership development activities to ensure a diverse and well-qualified leadership pool for the organization. The Leadership Development Committee works closely with the Elections Committee. Leadership Development Committee members are ineligible to run for elected positions during their term of committee service.
2. Chair: The Chair of the Leadership Development Committee is appointed by the NAGC President with the approval of the Board of Directors. The Chair serves a two-year term parallel to that of the President.
3. Membership: The Leadership Development Committee will have at least six additional members--two members from division leadership, two from affiliate groups or state directors, and two appointed by the President. All recommendations must be approved by the Board of Directors.



# NAGC GOVERNANCE POLICY

Policy Manual – 8.2.2

Last Modified: 6/19/07

<b>POLICY TITLE:</b>	<b>Professional Standards Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/15/07</b>
<b>PREPARED BY:</b>	<b>Green, Clarenbach, VanTassel-Baska</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article VIII, Section 8.4</b>	

## I. STATEMENT OF PURPOSE

This policy and procedure addresses the purpose, composition, and functioning of the NCATE Teacher Education Standards Committee. In performing its duties, the Committee will maintain effective working relationships with the Board, state directors of gifted education, the network of universities offering coursework and degree programs in gifted education, National Council for Accreditation of Teacher Education (NCATE), and others concerned with the preparation of teachers of the gifted.

## II. POLICY STATEMENT

Charge: The committee will take a leadership role in building awareness and use of the NAGC-CEC Gifted Education Teacher Preparation Standards.

1. Chair: Appointed by the President in conjunction with the Leadership Development Committee and approved by the Board of Directors. Serves a two-year term in conjunction with the NAGC President, and must have received training as an NCATE volunteer for NAGC prior to being named Chair. The Chair leads an annual review of the NCATE Committee’s performance, its workplan, as well as the adequacy of the charge, and recommends any proposed changes to the Board for approval. The Chair may also represent NAGC on one of the NCATE policy boards.
2. Roles and Responsibilities: To fulfill its oversight responsibilities in concert with the Board of Directors, the Committee members will: develop expertise in the NAGC-CEC teacher preparation standards so that they are able to act as advisors on the standards; and assist the NAGC national office in handling inquiries from states and universities generated through the NCATE accreditation process. In addition, the Committee will recommend a series of NAGC professional development opportunities for university and PK-12 leaders based on the new standards (including topics and speaker requirements); coordinate regular meetings for the network of university teacher preparation programs; develop appropriate alignment of the NCATE standards to other standards in and out of the gifted education field, including the *NAGC Pre-K-12 Gifted Program Standards*; and take a leadership role in recruiting NCATE program reviewers and audit team members, in promoting the use of the standards across the states, and in working with PK-12 leaders so that district professional development offerings in gifted education are based on the new standards. In conducting its work, the Committee will confer with the larger group of volunteers who have been trained by NCATE and are willing to continue their participation.

3. Membership: Each committee member shall be a member of the Association and is encouraged to seek NCATE training (e.g., as program reviewers, NCATE Board of Examiners, or as a member of one of the NCATE specialty areas boards). Every effort will be made to name one or two members from the K-12 community whose qualifications substitute for NCATE training. Members serve three-year staggered terms, with one-third rotating off each year. The Executive Director and Staff Liaison serve in ex officio roles.
  
4. Meetings: The committee shall meet face-to-face at least once annually at a convenient time during the NAGC annual convention. Other meetings may be held via conference call to further the committee's work and overall purpose. The committee will maintain minutes of meetings and report to the board the results of the committee's work through a twice annual report to the Board. Committee members are not typically reimbursed for expenses incurred while working on the Committee, although from time to time, certain pre-approved travel expenses may be reimbursed from the NAGC budget.



# NAGC BOARD POLICY

Policy Manual – 8.2.3

Last Modified: 05/30/07

<b>POLICY TITLE:</b>	<b>Parent Advisory Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/15/07</b>
<b>PREPARED BY:</b>	<b>Robin Schader, Julie Gonzales, Joan Smutny, &amp; Nancy Green</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article V, Section 5.4; Article VIII, Section 8.3 and 8.3.3</b>	

## I. STATEMENT OF PURPOSE

This policy and procedure describes the purpose, composition, and functioning of the NAGC Parent Advisory Committee. The PAC is a highly energized group of leaders dedicated to providing expertise and experience in service and enrichment of NAGC’s national outreach to parents of gifted children. This includes developing online and printed resources, developing connections with parent groups, and building alliances with other service organizations.

## II. POLICY STATEMENT

1. Chair: Appointed by the President in conjunction with the Leadership Development Committee and approved by the Board of Directors. Serves a two-year term in conjunction with the NAGC President.
2. Charge. The work of the PAC involves developing and implementing effective means for reaching out to parents of gifted children and providing support for their unique needs in the following ways:
  - a. Work with national office staff to increase parent membership – Reach, recruit and retain parents.
  - b. *Parenting for High Potential (PHP)* – Provide *PHP* content, expand readership.
  - c. Parent Outreach: Help NAGC volunteer leaders meet parents in the field through regional Academies and independent programs
  - d. Local Parent Group Support: Create user-friendly advocacy toolkits to facilitate the building of effective local parent groups.
  - e. Liaisons with other National GT and Parent Organizations: Initiate a framework/infrastructure to build parent connections.
  - f. Parent Website Content: Maintain and expand website offerings.

- g. Parent Liaison: Represent parent interests on the convention program committee and to other bodies within the organization.
- h. Work closely with the Parent & Community Network to create a warm, welcoming and relevant convention experience

3. Membership.

Each committee member shall be a member of the Association. Each Organization Committee will have no less than eight and no more than 15 members. Members serve three-year staggered terms, with one-third rotating off each year. Members are eligible to serve on no more than two committees simultaneously.

Parent Advisory Committee members are strategically selected to ensure parent and/or grandparent representation from the following categories if possible. (Chair of Parent and Community Division; chair of Parent Day for upcoming convention; member of *PHP* advisory board; NAGC parent resource liaison; member from NAGC membership committee; State Department GT director; Classroom teacher; Enrichment specialist; Current parent of GT K-12 child; Officer of State Affiliate; Officer of other GT organization (such as SENG or Gifted Child Society); Executive Director, NAGC). In selecting members, additional consideration is given to assure geographic representation.



# NAGC GOVERNANCE POLICY

Policy Manual – 8.2.5

Last Modified: 5/10/07

<b>POLICY TITLE:</b>	<b>Education Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/15/00</b>
<b>PREPARED BY:</b>	<b>Green/Purcell</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article VIII, Section 8.4</b>	

## I. STATEMENT OF PURPOSE

This policy and procedure addresses the purpose, composition, and functioning of the Education Committee. In performing its duties, the Committee will maintain close working relationships with NAGC divisions, the national convention program committee, the parent committee and the Board of Directors.

## II. POLICY STATEMENT

Charge: The committee shall define, create, and monitor educational outreach and professional development opportunities to ensure that NAGC’s stakeholders have the knowledge and skills they need to be effective and successful in their support of high-potential children. Primary stakeholders include gifted education coordinators, specialists in curriculum and instruction, state affiliate organizations, classroom teachers, administrators, and parents.

1. Chair: Appointed by the President in conjunction with the Leadership Development Committee and approved by the Board of Directors. Serves a two-year term in conjunction with the NAGC President.
  
2. Roles and Responsibilities: Using NAGC’s strategic plan as a backdrop, develop and monitor a comprehensive and multi-faceted professional development plan for key NAGC stakeholder groups in concert with other leadership groups, state affiliates and partner organizations. Major areas of focus include:
  - Developing and monitoring the NAGC Regional Academy program in conjunction with staff
  - Assessing and monitoring member/stakeholder needs on an ongoing basis.
  - Working with staff to create professional development offerings as revenue generating program for NAGC.
  - Advising staff and leadership on recommended areas of content to ensure credibility, quality and balance—monitor other NAGC offerings as well as those of state affiliates, university programs, and related education associations.
  - Oversee the presenter RFP process to ensure appropriate access by leaders and experts in the field.
  - In concert with the Leadership Development Committee, create opportunities for regular leadership training and mentoring.
  
3. Membership: Each committee member shall be a member of the Association. Each Organization Committee will have no less than eight and no more than 15 members. Current members of the NAGC Board are not eligible to serve on Organization Committees. Members serve three-year staggered terms, with one-third rotating off each year. Members are eligible to serve on no more than two committees simultaneously. The Executive Director and Staff Liaison serve in ex officio roles.



# NAGC GOVERNANCE POLICY

Policy Manual – 8.2.6

Last Modified: 06/18/00

<b>POLICY TITLE:</b>	<b>Development Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/15/07</b>
<b>PREPARED BY:</b>	<b>Green / Mundt</b>	<b>NEXT REVIEW: 00/00/00</b>

## I. STATEMENT OF PURPOSE

This policy defines the role of the Development Committee as ensuring that the organization’s total development program is in concert with the organization’s strategic direction and needs, and that an annual development plan is created, monitored and executed. In addition, the committee serves as the mechanism by which board members and other volunteers are involved in the fundraising process.

## II. POLICY STATEMENT

Charge: The Development Committee is charged with focusing the organization and its board on fundraising. This includes constant attention to the strength of the mission and case for support, the organization’s accountability, the involvement of constituencies with the institution, the resources required to carry out the mission, plans for cultivating and soliciting the needed private funds, fundraising involvement, and demonstration of good stewardship.

1. Chair: Appointed by the President in conjunction with the Leadership Development Committee and approved by the Board of Directors and serves a two-year term in conjunction with the NAGC President. The Chair also leads an annual review of the Development Committee’s performance as well as the adequacy of the charge and recommends any proposed changes to the Board for approval.
2. Roles and Responsibilities: To fulfill its oversight and responsibilities in concert with the Board of Directors, the Development Committee will work with the board chair, the chief executive and the development director to provide valuable input for developing the fundraising plan and engaging the entire board in fundraising. The Committee’s responsibilities include the following:
  - Ensuring that the case for support is strong, current, and based on the organization’s mission and goals; and distinguishes the organization from others in the field
  - Monitoring and building NAGC’s existing restricted funds as part of an annual plan, including the Nicholas Green program, Javits-Frasier Scholars, and a variety of Awards funds

- Helping to develop policies for board and staff action related to gift solicitation and recognition
  - Developing and monitoring expectations for financial contributions from the board, and providing leadership by making their own gifts
  - Helping to educate the board about environmental factors affecting fundraising among the organization's constituencies (e.g., current events, other organizations' activities, economic factors)
  - Helping to develop strategies for involvement and cultivation of major gift prospects (i.e., individual, foundation, and corporate)
  - Helping to evaluate potential prospects for increased contributions
  - Soliciting gifts at levels required for annual, special, and planned giving programs
  - Developing and signing solicitation and acknowledgment letters
  - Providing access for staff to new major gift prospects
3. Membership: Each committee member shall be a member of the Association. Each Organization Committee will have no less than eight and no more than 15 members. Current members of the NAGC Board are not eligible to serve on Organization Committees. Members serve three-year staggered terms, with one-third rotating off each year. Members are eligible to serve on no more than two committees simultaneously. The Executive Director and Staff Liaison serve in ex officio roles.





# NAGC GOVERNANCE POLICY

Policy Manual – 8.2.7

Last Modified: 5/10/07

<b>POLICY TITLE:</b>	<b>Diversity/Equity Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/15/07</b>
<b>PREPARED BY:</b>	<b>Mundt, Green</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article VIII, Section 8.4</b>	

## I. STATEMENT OF PURPOSE

This policy and procedure addresses the purpose, composition, and functioning of the Diversity/Equity Committee. In performing its duties, the Committee will maintain effective working relationships with the Board, the Special Populations Division and oversee the effort to open up NAGC as an equitable organization on issues related to underserved populations, and honoring and cultivating diversity within student populations and in the membership and leadership of NAGC.

## II. POLICY STATEMENT

**Charge:** Building upon the strategic plan priorities set forth by the NAGC Board, the committee will focus on diversity and underrepresented populations in the following ways: work to raise awareness of the presence of giftedness in the diverse, underserved populations; create an inclusive environment within NAGC by identifying and cultivating potential new volunteer leaders and content contributors from diverse populations; identify and recognize programs and models within the field and beyond that have been successful in achieving diversity and challenging gifted students; recommend to staff appropriate ways to further the goals of specific diversity initiatives and opportunities on an annual basis, with the outcome of affecting underrepresented populations more directly; and work with staff to build alliances with other national organizations that have similar goals.

1. **Chair:** Appointed by the President in conjunction with the Leadership Development Committee and approved by the Board of Directors. Serves a two-year term in conjunction with the NAGC President. The chair leads the discussion to agree on attainable strategic goals and set benchmarks to evaluate progress and maps out a work plan that mirrors these priorities.
2. **Roles and Responsibilities:** To fulfill its oversight responsibilities in concert with the Board of Directors, the Diversity/Equity Committee will:
  - Expand upon the recommendations of the proceedings of the 2006 Jack Kent Cooke Foundation Conference on Low Income Promising Learners
  - Evaluate and synthesize past Javits Grant outputs to create a compendium
  - Participate in and advise staff on the administration and management of the Javits-Frasier Teacher Scholarships, including fund development potential
3. **Membership:** Each committee member shall be a member of the association. The Committee will consist of a chair, and between eight (8) and fifteen (15) members, all of which not currently serving on the Board. The Executive Director and Staff Liaison serve in ex-officio roles.



# NAGC GOVERNANCE POLICY

Policy Manual – 8.2.8

Last Modified: 6/14/07

<b>POLICY TITLE:</b>	<b>Publications Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/15/07</b>
<b>PREPARED BY:</b>	<b>Green, Clarenbach</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article VIII, Section 8.4</b>	

## I. STATEMENT OF PURPOSE

This policy and procedure addresses the purpose, composition, and functioning of the Publications Committee. In performing its duties, the Committee will maintain effective working relationships with the NAGC Board and other NAGC leaders and volunteers.

## II. POLICY STATEMENT

Charge: The committee will coordinate with the NAGC national office and NAGC editors on the development, production, and sales of NAGC publications.

1. Chair: NAGC Association Editor. The Chair leads an annual review of the Committee’s performance, its workplan, as well as the adequacy of the charge, and recommends any proposed changes to the Board for approval.
2. Roles and Responsibilities: The primary role of the Publications Committee is to recommend policies to the Board of Directors and to provide oversight of all publications. In order to fulfill this primary role, the Publications Committee, in concert with the Board of Directors, will take leadership responsibility to develop policies for Board approval regarding the requirements, guidelines, and procedures for publishing books, monographs, and other materials with NAGC; recommend topics and possible authors for new publications; make suggestions for improvements of current quarterly publications and the publications process; and consult with the NAGC national office on possible publications for the NAGC online bookstore as well as NAGC task force and committee-produced materials being readied for publication and distribution. In addition, Committee members (or designates) agree to review new book proposals for their appropriateness as NAGC publications and to act as reviewers for chapters or sections of new NAGC books or similar publications.
3. Membership: Each Committee member shall be a member of the Association. Members serve three-year staggered terms, with one-third rotating off each year. In addition to the members appointed by the President, the GCQ editor, PHP editor, and THP editor shall be members of the Committee during their terms as editor. The Executive Director and Staff Liaison serve in ex officio roles. With the approval of the BOD, the Chair may appoint associate editors to further the committee’s work.
4. Executive Committee: The Publications Executive Committee will consist of the Chair, the three associate editors, and the Editor of Gifted Child Quarterly. The Executive Committee will meet 2-3 times a year (either in person or via conference call) to provide

guidance to the NAGC Association Editor on matters of policy and procedure. The Executive Committee will also formulate the agenda for the annual meeting of the full committee.

5. Meetings: The committee shall meet face-to-face at least once annually at a convenient time during the NAGC annual convention. In addition, the Association Editor may call another meeting during the year of either the full membership or of a subgroup of the Committee at his/her discretion, but in consultation with the Association's Executive Director. While this meeting may be held face-to-face, the Association Editor may determine that an electronic or conference call meeting may substitute. The Committee will maintain minutes of meetings and report to the Board the results of the Committee's work through a twice annual report to the Board.



# NAGC BOARD POLICY

Policy Manual 8.2.8.1

Last Modified: 08/24/07

<b>POLICY TITLE:</b>	<i>Parenting for High Potential (PHP) Advisory Committee</i>	
<b>RESPONSIBILITY OF:</b>	<b>Publications Committee</b>	<b>APPROVED ON: 09/08</b>
<b>DRAFT PREPARED BY:</b>	<b>Nancy Green</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article X, Section 0, 0.0</b>	

## I. STATEMENT OF PURPOSE

This policy describes the charge of and qualifications for committee members who serve on the Parenting for High Potential (*PHP*) Editorial Advisory Committee. Parenting for High Potential is NAGC's quarterly magazine targeted to parents, grandparents and others interested in becoming informed about the needs of their gifted and talented children. In performing its duties, the Committee will maintain effective working relationships with the Publications Committee, the Parent Advisory Committee and the Board of Directors.

## II. POLICY STATEMENT

1. Charge: The *PHP* Advisory Committee will work closely with the *PHP* Editor and national office staff to ensure the timely production of a high-quality, research based magazine relevant to the needs of parents/grandparents and other caregivers of gifted children, PreK-12th grade. In this role, the Committee shall recommend editorial guidelines, potential authors, and content that appropriately represents NAGC and the field of gifted education. This Committee meets annually in conjunction with the NAGC Annual Meeting, and conducts most of its work via conference call and email.
2. Chair: The Chair, a position appointed by the President of NAGC in concert with the Association Editor, serves a two-year term, and also serves as a member of the Publications Committee. Other duties of the Chair:
  - Work with President and Leadership Development Committee to identify potential committee members for board approval.
  - Set the committee's agenda based upon the input of other committee members, the national office, and the Board.
  - Determine annual goals and objectives for the committee within the expectations set by the board and executive director.
  - Present pertinent information about committee progress to the board in twice annual written reports.
  - Work in collaboration with other organization committees as needed.

3. Roles and Responsibilities: In collaboration with the *PHP* Editor and national office staff, the *PHP* Advisory Committee has the following scope of responsibilities in the context of producing quarterly issues of *PHP*:
  - Develop and refine author’s guidelines and editorial standards for *Parenting for High Potential*
  - Act as reviewers for articles on an ongoing basis
  - Work in concert with *PHP* Editor to identify article ideas and potential authors on a regular basis
  - Monitor the success and quality of the publication through periodic readership surveys, informal data collection and regular NAGC membership reports
  - Act as ambassador for the publication with external audiences
  - Advise staff and leadership on recommended areas of focus to ensure credibility, quality and balance
  - Author *PHP* articles as appropriate
  
4. Membership Qualifications: With rare exceptions, members of the *PHP* Advisory Committee shall be members of the Association. (*Regulations 8.4*) The *PHP* Advisory Committee will have no less than eight and no more than 15 members. Members serve 3-year staggered terms, with one third rotating off each year. Candidates must have demonstrated knowledge of, or first-hand experience with parents’ perspective on working with high ability learners, as well as an understanding of issues concerning gifted and talented education.
  
5. Accountability: The *PHP* Advisory Committee will provide information about their work through bi-annual reports and presentations to the Board and Publications Committee as required.



# NAGC BOARD POLICY

Policy Manual 8.2.8.2

Last Modified: 9/21/08

<b>POLICY TITLE:</b>	<i>Teaching for High Potential (THP) Advisory Committee</i>	
<b>RESPONSIBILITY OF:</b>	Publications Committee	<b>APPROVED ON:</b> 00/00/00
<b>DRAFT PREPARED BY:</b>	Nancy Green, Paula Olszewski-Kubilius, Jeff Danielian,	<b>NEXT REVIEW:</b> 00/00/00
<b>POLICY AREA:</b>	Article X, Section 0, 0.0	

## I. STATEMENT OF PURPOSE

This policy describes the charge of and qualifications for committee members who serve on the *Teaching for High Potential (THP) Editorial Advisory Committee*. *Teaching for High Potential* is NAGC’s periodical publication targeted to teachers, resource specialists, coordinators, and others interested in becoming informed about the needs of their gifted and talented children. In performing its duties, the Committee will maintain effective working relationships with the Publications Committee, the Gifted Resource Specialist/*THP* Editor, and the Board of Directors.

## II. POLICY STATEMENT

1. Charge: The *THP* Advisory Committee will work closely with the *THP* Editor and national office staff to ensure the timely production of a high-quality, research based publication relevant to the needs of teachers, resource specialists, coordinators, PreK-12th grade. In this role, the Committee shall recommend editorial guidelines, potential authors, and content that appropriately represents NAGC and the field of gifted education. This Committee meets annually in conjunction with the NAGC Annual Meeting, and conducts most of its work via conference call and email throughout the year.
2. Chair: The Chair, a position appointed by the President of NAGC in concert with the Association Editor, serves a two-year term, and also serves as a member of the Publications Committee. Other duties of the Chair:
  - Work with President and Leadership Development Committee to identify potential committee members for board approval.
  - Set the committee’s agenda based upon the input of other committee members, the national office, and the Board.

- Determine annual goals and objectives for the committee within the expectations set by the board and executive director.
  - Present pertinent information about committee progress to the board in twice annual written reports.
  - Work in collaboration with other organization committees as needed.
  - Work in concert with the Editor of *THP*
3. Roles and Responsibilities: In collaboration with the *THP* Editor and national office staff, the *THP* Advisory Committee has the following scope of responsibilities in the context of producing at least three issues per year of *THP*:
- Develop and refine author's guidelines and editorial standards for *Teaching for High Potential*
  - Act as reviewers for articles on an ongoing basis
  - Work in concert with *THP* Editor to identify article ideas and potential authors on a regular basis
  - Act as ambassador for the publication with external audiences
  - Advise staff and leadership on recommended areas of focus to ensure credibility, quality and balance
  - Author *THP* articles as appropriate
4. Membership Qualifications: With rare exceptions, members of the *THP* Advisory Committee shall be members of the Association. (*Regulations 8.4*) The *THP* Advisory Committee will have no fewer than eight and no more than 15 members. Members serve 3-year staggered terms, with one third rotating off each year. Candidates must have demonstrated knowledge of, or first-hand experience with teachers' perspective on working with high ability learners, as well as an understanding of issues concerning gifted and talented education.
5. Accountability: The *THP* Advisory Committee will provide information about their work through bi-annual reports and presentations to the Board and Publications Committee as required.



# NAGC GOVERNANCE POLICY

Policy Manual - 8.2.9

Last Modified: 03/21/15

<b>POLICY TITLE:</b>	<b>Awards Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 11/07/07</b>
<b>PREPARED BY:</b>	<b>Green/Olszewski-Kubilius</b>	<b>NEXT REVIEW: 00/00/00</b>

## I. STATEMENT OF PURPOSE

This policy and procedure addresses the purpose, composition, and functioning of the Awards Committee. In performing its duties, the Committee will maintain close working relationships with the NAGC office and Board of Directors, the NAGC Parent Committee, Graduate Student Committee, Diversity Committee, Leadership Development Committee, the NAGC Networks and other organizations that might be a source of award candidates.

## II. POLICY STATEMENT

Charge: The committee will review nominations annually for awards specified by the Board, evaluate them according to approved criteria, and select award recipients. It will also screen applicants for scholarships and recommend recipients. On a periodic basis, the Awards Committee will also review awards criteria, the number and types of awards and the number of submissions to ensure the continued success of the program. Awards will be presented by the chair or designee of the committee at the annual convention.

1. Chair: Appointed by the President in conjunction with the Leadership Development Committee and approved by the Board of Directors. Serves a two-year term in conjunction with the NAGC President.
2. Roles and Responsibilities: The work of the Awards Committee includes the following:  
To work with the national office to enact the policies of NAGC regarding advertisement of awards to appropriate audiences in appropriate venues, recruitment of award candidates, and review of award candidates. The Awards Committee shall make a recommendation as to award recipients to the NAGC Board of Directors for approval.  
Specific responsibilities:
  - To provide recommendations to the Board of Directors regarding new awards, the elimination or consolidation of existing awards, changes in award criteria, or changes in the awards process,
  - To honor outgoing Board members and other individuals as needed with recognition for service.
  - To conduct, with the current leadership of the organization, the presentation of awards at the annual convention.
  - To evaluate and approve proposals from Networks for Network awards.



3. Conflict of Interest:

- No Awards Committee member may write a letter of recommendation for any candidate, or nominate any candidate for an award while serving as a member of the Awards Committee.
- Awards Committee recruitment information and application materials specify that current members of the Awards Committee may not nominate or write a letter of support for potential awards recipients
- Current Awards Committee members may not be nominated for an NAGC annual award until after they have completed their term of service to the Awards Committee

4. Membership: Each committee member shall be a member of the association. The Committee will consist of a chair, and between eight (8) and 15 members. Members serve three-year staggered terms, with one-third rotating off each year. The Executive Director and Staff Liaison shall serve in ex-officio roles.

5. Procedures:

For each award, the Awards Committee shall create and/or use a rating scale or instrument to evaluate and compare award candidates that can be demonstrated to have content validity (i.e. the scale assesses the criteria specified for the award) and inter-rater reliability, and otherwise conforms to acceptable statistical standards for good rating scales. The Committee may seek the advice and guidance of a statistical consultant in the creation of the rating scales. The rating scales or instruments used for each award to assess and compare candidates shall be approved by the NAGC Board of Directors.

Awards Committee members shall evaluate each candidate who submitted all required documents by the specified time frame using approved rating scales and instruments and in accordance with stated awards criteria.

The Chair of the Awards Committee, or someone on the committee designated by the chair, shall compile data on the candidates for each award for review and discussion by other members of the Award Committee.

The Awards Committee, after consideration of the information and data on each award candidate, shall schedule a conference call to discuss finalists and then select award recipients to put forward to the NAGC Board of Directors.

The Chair of the Awards Committee shall present to the Board of Directors a summary of compiled data on each award applicant along with recommendations for award winners. Award recipients shall be approved by the Board of Directors.

The Chair of the Awards Committee, along with the President of NAGC, shall present awards to award winners at the annual convention.

The Awards Committee shall meet annually at the convention to review current awards,

awards process, and procedures and make recommendations for changes and revisions, including elimination or consolidation of old awards and creation of new awards. The Awards Committee chair shall present these recommendations to the Board of Directors.

The Awards Committee shall work with the staff of the national office to prepare and present awards (e.g. plaques) to outgoing members of the Board of Directors and other individuals the organization wishes to honor for completion of service to the organization or completion of term of office.

The Awards Committee shall review all proposals from the Networks for Network awards, insuring that they are consistent with the goals of NAGC, do not conflict or compete with other NAGC awards or activities, and that there are sufficient Network funds to support them, and make recommendations to the Board of Directors for approval.

6. Responsibilities of the National Office

The NAGC office shall post announcements of awards, application deadlines, criteria, etc. in all appropriate venues of the organization including but not limited to Compass Points and the NAGC website.

The NAGC office shall collect application materials for all awards, solicit needed application components from applicants or nominators as needed, prepare necessary copies and distribute to Awards Committee Members for review.

The NAGC office shall assist in the preparation of award plaques and certificates and make arrangements for presentation of awards at annual convention.

The NAGC office shall post the names of award winners in appropriate venues of the organization including the NAGC website, Compass Points, etc.

The NAGC office shall assist in the coordination of awards presentations at the annual convention.

Awards Given:

Current awards given by NAGC and for which the Awards Committee shall be responsible are:

Distinguished Service Award

Distinguished Scholar Award

Early Leader Award

Early Scholar Award

Doctoral Student Award

Masters' and Specialists' Award (formerly the Non-Doctoral Student Award)

A. Harry Passow Classroom Teacher Scholarship

Hollingworth Award

NAGC Community Service Award

NAGC/Ball State Administrator Award

David W. Belin Advocacy Award

Gifted Coordinator Award



# NAGC GOVERNANCE POLICY

Policy Manual – 8.2.10

Last Modified: 11/4/09

<b>POLICY TITLE:</b>	<b>Legislative &amp; Advocacy Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/15/07</b>
<b>PREPARED BY:</b>	<b>Green, Clarenbach, J. Roberts</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article VIII, Section 8.4</b>	

## I. STATEMENT OF PURPOSE

This policy and procedure addresses the purpose, composition, and functioning of the Legislative Advocacy Committee. In performing its duties, the Committee will maintain effective working relationships with the Board, state affiliate organizations, and other key organizations that share a similar legislative agenda.

## II. POLICY STATEMENT

**Charge:** The committee recommends, guides, and monitors the legislative agenda for the Association and acts as its link with other organizations and governmental entities to advance that agenda. In conjunction with staff, the committee oversees federal legislative advocacy efforts and policy initiatives as directed by the NAGC Strategic Plan.

NEW:

**Charge:** In conjunction with Board and staff, the committee implements a wide range of advocacy initiatives that are closely aligned with the legislative agenda set by the Board. In conjunction with staff, the committee develops resources, samples and training materials for direct and grassroots advocacy efforts and promotes education and action among the NAGC membership.

1. **Chair:** Appointed by the President in conjunction with the Leadership Development Committee and approved by the Board of Directors. Serves a two-year term in conjunction with the NAGC President. The Chair also leads an annual review of the Legislative Committee’s performance, its work plan, as well as the adequacy of the charge, and recommends any proposed changes to the Board for approval.
  
2. **Roles and Responsibilities:** To fulfill its oversight responsibilities in concert with the Board of Directors, the Legislative Advocacy Committee members will: work with the Board, outside advocacy counsel and staff to implement NAGC’s long-term legislative and advocacy agenda, carry out legislative initiatives and coordinate federal legislative activities, including conducting advocacy training, where appropriate. Members agree to contact federal legislators from their states coordinating with their state gifted education association on grassroots communications. Members also agree to suggest new initiatives, review and comment on current proposals, assist in gathering data and other evidence that supports the legislative agenda, recommend new advocacy materials for grassroots’ use, and to review requests from other organizations to support related education initiatives.

3. **Membership.** Each committee member shall be a member of the Association and have previous legislative advocacy experience. The Executive Director and Staff Liaison serve in ex officio roles.
4. **Meetings.** The committee shall meet face-to-face at least once annually at a convenient time during the NAGC annual convention. Other meetings may be held via conference call to further the committee's work and overall purpose. The committee will maintain minutes of meetings and report to the board the results of the committee's work through a twice annual report to the Board. Committee members are not typically reimbursed for expenses incurred while working on the Legislative Advocacy Committee, although from time to time, certain pre-approved activities (e.g., legislative visits in DC) may be reimbursed from the NAGC legislative budget.



# NAGC BOARD POLICY

Policy Manual – 8.3

Last Modified: 10/17/07

<b>POLICY TITLE:</b>	<b>Organization Task Forces</b>	
<b>RESPONSIBILITY OF:</b>	<b>Governance Committee</b>	<b>APPROVED ON: 11/07/07</b>
<b>PREPARED BY:</b>	<b>Olszewski-Kubilius</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article VIII, Section 8.4</b>	

## I. STATEMENT OF PURPOSE

This policy defines the overarching framework that applies to all official Task Forces of NAGC, regardless of their specific charge.

## II. POLICY STATEMENT

Charge: Task Forces work in partnership with the NAGC Board of Directors to implement the strategic directions set by the Board. (*Regulations 8.1*) Each task force is given a specific charge by the Board related to its purpose and the scope and outcomes of its work.

Creation: Task Forces may be designated by a resolution adopted by a majority of the directors present at a Board meeting at which a quorum is present pursuant to the recommendations of the President or Executive Director.

1. Chair: Each task force will have a chair appointed by the President in consultation with the Leadership Development Committee and approved by the Board. The chair serves until work of the task force is deemed complete by the Board of Directors or the Board otherwise decides to dissolve the task force. Other general responsibilities of the chair include:
  - Work with the President to identify potential task force members for board approval.
  - Set the task force's goals and objectives, budget and products emanating from its work based upon the input of other task force members, the national office, and the Board.
  - Seek approval from the Board for any financial support required to complete its charge. If this is the case, the Task Force chair will complete a resource proposal form and submit to the Finance and Audit Committee no later than November 30<sup>th</sup> for consideration in the next fiscal year budget. Resource proposals submitted outside the annual budget cycle

may be postponed and then incorporated into the budgeting process. These special requests are to be submitted to the Finance and Audit Committee no later than 60 days prior to next scheduled Board meeting. Proposals must be tied to the goals and objectives of the current NAGC strategic plan in order to be considered.

- Assess and monitor progress toward goals within the expectations set by the Board and Executive Director and revise as needed.
- Present pertinent information about task force progress to the Board in twice annual written reports.
- Work in collaboration with other organization committees and the national office as needed.

2. Membership: Except as provided in the resolution, members of each such task force shall be members of the Association. Members who possess content area expertise relative to the focus of the task force will be appointed by the President with consultation from the chair. Given the specialized skills and commitment required for task force participation, a task force member may serve concurrently on the NAGC Board or an organization committee in exceptional cases. Members serve for the duration of the existence of the task force.
3. Accountability: The progress of the task force shall be reviewed by the Board through bi-annual reports and presentations by the chair as requested. A task force that is not making significant progress towards its goals and objectives can be dissolved or re-constituted by the Board.