**ARTICLE V: DUTIES OF THE OFFICERS**

A. The Chair shall preside at all meetings of Gifted Advisory Council and will be an ex-officio

member of all committees except the nominating committee. The Chair will prepare an

agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to

anyone who requests it. Additionally, the Agenda will be emailed to the general

membership by email distribution based on the current email distribution list. The Chair

shall review and sign all letters, reports and other Gifted Advisory Council communications.

The Chair shall perform all duties incidental to the „Office of Chair‟ and any other duties as

from time to time may be assigned to him/her by the Gifted Advisory Council. The Chair

shall represent the majority vote of the Gifted Advisory Council. The Chair shall be a

member of and preside over the meetings of the Steering Committee, and either represent,

or designate a designee to represent, the Gifted Advisory Council at District Meetings. The

Chair must be a parent or guardian of a legally identified gifted child currently enrolled in

the Broward County Schools. A Broward County School Board employee may not serve as

Chairperson or Vice Chairperson.

B. The Vice-Chair shall preside at the meetings of the Gifted Advisory Council in the absence of

the Chair; represent the Chair in assigned duties; and perform such duties as may be

assigned to him/her by the Chair of the Gifted Advisory Council. The Vice-Chair shall be a

member of the Steering Committee.

C. The Recording Secretary or his/her designee shall keep the minutes of all meetings both

regular and special meetings, as well as the Steering Committee meetings, and shall

transcribe them in a timely manner. Copies of the minutes will be maintained and will be

made available for public view. They shall also be provided to all members and to other such

persons as the Council may direct. The Recording Secretary shall also be the custodian of all

committee reports and correspondence. The Recording Secretary shall be a member of the

Steering Committee.

D. The Corresponding Secretary or his/her designee shall prepare all correspondence as

necessary. He/she shall be responsible for all notices duly given in accordance with these by-

laws, including notices of all meetings. He / she shall distribute notices of meetings and

agendas to the general membership by email distribution based on the current email

distribution list. He / she will perform all other duties as delegated by the Chair or the

Council. The Corresponding Secretary shall be a member of the Steering Committee.