

**GEAC Officer Responsibilities**  
**(as referred to in GEAC Bylaws, Article VI, Section C)**

A. President shall

1. Be responsible for all aspects of Board and General Meetings: schedule dates and locations, communicate dates and locations to the community through a variety of channels, prepare meeting agendas, and preside at all meetings. If unable to attend a Board or General Meeting, designate another Board member to assume the responsibilities of President at the meeting.
2. Serve as a liaison to the LWSD Administration, including, but not limited to, regular meetings with the Director of Accelerated Programs.
3. In coordination with other Board Members, distribute relevant documents and provide lunch at annual Quest teacher meeting in August/September.
4. Support and communicate with other Board members regarding responsibilities in their respective areas.
5. As needed, when Board positions are unfilled, assign essential responsibilities from those positions to current Board members.
6. Respond to and/or forward emails received in the info@lwsdgeac.org and president@lwsdgeac.org email accounts.
7. Maintain a job notebook with important and specific information pertaining to the responsibilities of the President position, to be passed along to the next President.
8. Provide regular publication contributions as requested by the VP Outreach.
9. Keep informed of current local, state, and national issues in gifted education.
10. As needed, establish special committees and appoint committee chairs with input from the Board.
11. ***Optional:*** In coordination with the VPs Outreach, Community Education, and Advocacy, reach out to other district and local groups, including, but not limited to, the LWSD PTSA and parent groups for highly capable students in the Bellevue and Northshore School Districts.

B. Vice President(s) (see following descriptions for positions E, F, G, H, and I)

C. Secretary shall

1. Attend Board and General Meetings, or, if unable to attend, designate another Board member to assume the responsibilities of Secretary at the meeting.
2. Be responsible for all aspects of attendance and minutes for Board and General Meetings: take and maintain written minutes (including a record of any votes taken during a meeting or via email), record attendance, provide a draft copy of previous minutes at subsequent meetings for Board or Membership approval, and send final approved minutes to all Board members.
3. Preserve any job notebooks and/or digital files relating to any unfilled Board position, until such time the position is filled or duties assigned to another Board member.
4. Maintain all permanent files, including, but not limited to:
  - a. Articles of Incorporation (including any Amendments or Reinstatements)
  - b. 501(c)(3) Certification from the IRS
  - c. Current Bylaws and Job Descriptions
5. Respond to and/or forward emails received in the [secretary@lwsdgeac.org](mailto:secretary@lwsdgeac.org) email account.
6. Maintain a job notebook with important and specific information pertaining to the responsibilities of the Secretary position, to be passed along to the next Secretary.
7. Maintain meeting minutes and attendance records for a minimum five (5) years. When the aforementioned documents are disposed of, destroy before disposal.
8. Be responsible for any other duties as agreed upon with the President or the Board.

D. Treasurer shall

1. Attend Board and General Meetings, or, if unable to attend, designate another Board member to assume the responsibilities of Treasurer at the meeting.
2. Be responsible for the development of an annual budget with input from the Board.
3. Disburse funds at the direction of the President or the Board.
4. Deposit any received funds in GEAC bank account in a timely manner, including, but not limited to, membership contributions (PayPal or check), corporate matching funds, and proceeds from fundraising activities.
5. Complete and follow up on any correspondence in a timely manner that is required from corporations to receive matching funds.
6. Maintain and reconcile account records with Excel or other software provided by GEAC.
7. Provide a written monthly financial report to the Board and/or General Membership. Provide an annual report for publication on the GEAC website.
8. Identify and file annual reports as required, including, but not limited to:
  - a. Form 990 (IRS)
  - b. Annual Report & Business License Fee (State)
9. In regards to completed Annual Membership Forms: coordinate with VP Outreach as to best system of delivering donations, donation acknowledgement info, and hardcopy membership form to needed persons in a timely manner.
10. Write and send (email OK) donation acknowledgements to all donors, including those who donate by payroll deduction.
11. In coordination with the VP Grants, review any updates to Expense Reimbursement and Documentation Form before the beginning of each school year.
12. Keep informed of the current fundraising parameters of the Charitable Solicitations Act (CSA) of Washington State. In such case as annual contributions to GEAC exceed the maximum amount for exemption from the CSA, coordinate with the Board to act in a timely manner to come into compliance with the CSA.

Treasurer continued:

13. Respond to and/or forward emails received in the treasurer@lwsdgeac.org email account.
14. Maintain a job notebook with important and specific information pertaining to the responsibilities of the Treasurer position, to be passed along to the next Treasurer.
15. Provide regular contributions for publication as requested by the VP Outreach.
16. Maintain financial records for a minimum five (5) years. When the aforementioned documents are disposed of, destroy before disposal.
17. Be responsible for any other duties as agreed upon with the President or the Board.

- E. *Vice President Outreach* shall be responsible for supporting and furthering the GEAC mission as outlined in Article III, Section A of the GEAC Bylaws. This includes, but is not limited to:
1. Attend Board and General Meetings, or, if unable to attend, designate another Board member to assume the responsibilities of VP Outreach at the meeting.
  2. Respond to and/or forward emails received in the outreach@lwsdgeac.org email account.
  3. Maintain a job notebook with important and specific information pertaining to the responsibilities of the VP Outreach position, to be passed along to the next VP Outreach.
  4. Keep informed of current local, state, and national issues in gifted education.
  5. Responsibility for any other duties as agreed upon with the President or the Board.

#### **Membership**

6. Coordinate the promotion of GEAC at relevant events including, but not limited to, school Meet & Greets, Quest Information Meetings, and school Curriculum Nights.
7. Review Annual Membership Forms each year for any needed updates or revisions.
8. In regards to completed Annual Membership Forms: coordinate with the Treasurer as to best system of delivering donations, donation acknowledgement info, and hardcopy membership form to needed persons in a timely manner.
9. Collect information for and maintain a membership database.
10. Maintain membership applications for a minimum five (5) years. When the aforementioned documents are disposed of, destroy before disposal.

#### **Communication**

11. Receive, solicit, review, and update information on the GEAC website in a timely manner, including, but not limited to, meeting dates and agendas, meeting minutes, financial statements, resources for the highly capable community, membership application, contact information, and form downloads.
12. Maintain any and all aspects of the GEAC website, including timely renewals of domain name, website hosting service, and GEAC email addresses.

Vice President Outreach continued:

13. Each year, set up the corresponding emails accounts for each Officer position.
14. Establish and maintain GEAC presence on various social media (e.g. Facebook) as relevant.
15. **Optional:** Solicit content for and publish a regular newsletter to be distributed to families, principals, and staff connected to the highly capable community.

**Connections (Optional)**

16. Recruit and coordinate School Representatives:
  - a. Representation from each full time Quest site, preferably from both primary and intermediate levels.
  - b. Representation from each pull out Quest site.
  - c. Representation from each Quest middle school site.
  - d. School Representatives attend General Meetings and act as liaisons between families, teachers, PTAs, principals, and the GEAC Board.
17. In coordination with School Representatives, schedule and publicize social events for individual Quest classes and/or Quest sites.
18. In coordination with School Representatives, establish and maintain connections with Quest-site PTAs and principals.
19. In coordination with the President, VP Community Education, and VP Advocacy, reach out to other district and local groups, including, but not limited to, the LWSD PTSA and parent groups for highly capable students in the Bellevue and Northshore School Districts.

- F. Vice President Grants shall be responsible for supporting and furthering the GEAC mission as outlined in Article III, Section B of the GEAC Bylaws. This includes, but is not limited to:
1. Attend Board and General Meetings, or, if unable to attend, designate another Board member to assume the responsibilities of VP Grants at the meeting.
  2. Following procedures as outlined in the **GEAC Grant Process** document, disburse grants to Quest teachers/staff at least once per school year, each instance in one of two ways:
    - a. Flat amount to each teacher, no application required.
    - b. Applications submitted by interested teachers for a specific use and amount.
  3. In coordination with President and Treasurer, prepare grant information folders and checks for each teacher to be distributed at the annual Quest teacher meeting in August/September.
  4. In coordination with President, each year solicit volunteers from the Board and/or *active* membership to form a Grant Committee for the purpose of reviewing and approving or denying application grants.
  5. Track grant paperwork and process for all grants, including, but not limited to: receiving and reviewing grant applications with Grant Committee assistance; distributing, collecting, and getting signatures for grant agreements; sending checks, paperwork, and GEAC identification stickers (if necessary) to grant recipients; reminding and collecting expense documentation from grant recipients.
  6. In coordination with the Treasurer, review any updates to Expense Reimbursement and Documentation Form before the beginning of each school year.
  7. Coordinate any fundraising activities as decided upon by the Board.
  8. Respond to and/or forward emails received in the grants@lwsdgeac.org email account.
  9. Maintain a job notebook with important and specific information pertaining to the responsibilities of the VP Grants position, to be passed along to the next VP Grants.
  10. Provide regular contributions for publication as requested by the VP Outreach.
  11. Maintain grant applications, agreements, and expense documentation for a minimum of five (5) years. When the aforementioned documents are disposed of, destroy before disposal.
  12. Responsibility for any other duties as agreed upon with the President or the Board.

G. Vice President Community Education shall be responsible for supporting and furthering the GEAC mission as outlined in Article III, Section C of the GEAC Bylaws. This includes, but is not limited to:

1. Attend Board and General Meetings, or, if unable to attend, designate another Board member to assume the responsibilities of VP Community Education at the meeting.
2. Through a variety of channels (monthly President emails, monthly general meetings, Facebook, GEAC website, etc.), inform parent, students, and educators in the LWSD highly capable community about relevant local, state, and national opportunities for education and support.
3. Coordinate relevant opportunities for education and support to be offered to parents, students, and educators in the LWSD highly capable community.
4. Keep informed of current local, state, and national issues in gifted education, especially as they relate to parent, student, or educator education.
5. Respond to and/or forward emails received in the education@lwsdgeac.org email account.
6. Maintain a job notebook with important and specific information pertaining to the responsibilities of the VP Community Education position, to be passed along to the next VP Community Education.
7. Provide regular contributions for publication as requested by the VP Outreach.
8. ***Optional:*** In coordination with the President, VP Outreach, and VP Advocacy, reach out to other district and local groups, including, but not limited to, the LWSD PTSA and parent groups for highly capable students in the Bellevue and Northshore School Districts.
9. Responsibility for any other duties as agreed upon with the President or the Board.



- H. Vice President Advocacy shall be responsible for supporting and furthering the GEAC mission as outlined in Article III, Section D of the GEAC Bylaws. This includes, but is not limited to:
1. Attend Board and General Meetings, or, if unable to attend, designate another Board member to assume the responsibilities of VP Advocacy at the meeting.
  2. Keep informed of current local, state, and national issues in gifted education, especially as they relate to advocacy.
  3. Through various channels (monthly President emails, monthly general meetings, Facebook, GEAC website, etc.), inform parents, students, and educators in the LWSD highly capable community about relevant issues in local, state, and national gifted education policies. [Refer to Article III, Section D of the Bylaws for specific guidelines on political and legislative Advocacy permitted and not permitted by 501(c)3 organizations. More detailed information can be found in print and online resources.]
  4. In coordination with the President and Board, advocate for the needs of highly capable students before families, the LWSD School Board, and the LWSD Administration.
  5. Respond to and/or forward emails received in the advocacy@lwsdgeac.org email account.
  6. Maintain a job notebook with important and specific information pertaining to the responsibilities of the VP Advocacy position, to be passed along to the next VP Advocacy.
  7. Provide regular contributions for publication as requested by the VP Outreach.
  8. **Optional:** In coordination with the President, VP Outreach, and VP Community Education, reach out to other district and local groups, including, but not limited to, the LWSD PTSA and parent groups for highly capable students in the Bellevue and Northshore School Districts.
  9. Responsibility for any other duties as agreed upon with the President or the Board.