

Handbook for Directors And Committee Chairs Of Montana AGATE

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Montana AGATE Handbook

This Handbook is designed to be a guide for members of the Montana AGATE Board of Directors. It briefly outlines duties and a timeline of those duties for each Board member and Committee Chairperson.

Voting members of the Montana AGATE Board of Directors are:

- President
- President-Elect
- Treasurer
- Secretary
- Regional Representatives

Voting members of the Board are expected to attend all regularly scheduled Board meetings. Committee Chairpersons are not required to attend all meetings, but are required to attend two meetings during the year.

Any person from the general membership may attend AGATE Board Meetings.

The Montana Association of Gifted and Talented Education, Montana AGATE, is a non-profit organization whose membership consists of teachers, administrators, parents, and any other persons interested in Gifted Education.

AGATE's VISION

To build awareness of giftedness, and based on current research that supports the association's purpose, promote educational services for the gifted on a continuum from novice to expert in the given area of strength for every child in public, private, and home school contexts, in order for all Montana children to meet or exceed their potential.

OUR MISSION

The purpose of the Montana AGATE (Association for Gifted and Talented Education) is to support an understanding of all gifted children and their exceptional needs, and to advocate for appropriate education **through partnerships with** educators, parents, administrators, legislators, businesses and the general public. It is our mission that all children develop their full potential.

OUR GOALS:

- To educate the public concerning the necessity of providing appropriate education for Gifted and Talented children of Montana.
- To facilitate funding for Gifted and Talented programs.
- To promote consistent differentiated curriculum for Gifted and Talented children of Montana

- To work with the University System of Montana and Colleges to develop Gifted and Talented Education in all areas of teacher instruction and promote the inclusion of classes in the area of Gifted and Talented Education.
- To establish a statewide resource file of Gifted and Talented facilitators.
- To cooperate in sharing expertise of out-of-state resources in the area of Gifted and Talented Education.
- To support implementation of a statewide planning of goals for the area of Gifted and Talented.

PRESIDENT

The President of the Montana Association of Gifted and Talented Education shall schedule and preside over all Executive Board Meetings and have the responsibility for the general management of the organization. The President shall have served on the Board for a minimum of one year previous to election. The President's term of office is two years. The President's term begins with the first board meeting at the end of the annual conference and ends following the first board meeting after installation of new officers.

The President shall:

- Preside over Executive Board Meetings:
 - Immediately following the annual spring conference
 - Fall
 - January
 - Immediately preceding the annual spring conference
 - Emergency meetings at any point during the year if circumstances deem necessary
- Communicate with Board members:
- Send a letter or email to Board members and committee chairs 2-3 weeks before each Board meeting requesting reports and agenda items.
- Prepare meeting agendas
- First meeting after conference:
 - Introduce new officers and committee chairs.
 - Ask for goals to be presented at the August meeting.
 - Set date and location for Fall Meeting.
- Arrange for items for Spring (May) newsletter to be sent to Newsletter Editor.
- Represent AGATE and carry out any necessary business.
- Be involved in legislative issues during legislative years.
 - Work closely with Legislative Chairperson.
 - Testify, or arrange for someone to testify, at hearings.
 - Correspond with legislators.
- Appoint chairpersons for any available committees; act in ex-officio capacity on committees when needed.
- Vote on issues before the Board in the event of a tie.

- Serve on nominating committee.
- Count the ballots with the nominating committee and announce officers to the membership at the spring conference.
- Attend the NAGC Conference during the first year of office if the organization's budget can support the expense.
- Train the new President prior to departure of office. Transfer AGATE charter and all materials related to the office to the new President.

August/September:

- Present budget report and minutes from previous meeting for approval or correction.
- Share goals and reports of Board members and committee chairs.
- Set date and location for January meeting.
- Arrange for items for Fall (October) newsletter to be sent to Newsletter Editor.
- Present relevant business
- Provide a registration form and conference information to the newsletter editor for the fall newsletter.
- Confer with the President-Elect and a board member appointed by the Board in order to prepare a slate of officers for the yearly election held at the spring conference.

January:

- Present budget report and minutes from previous meeting.
- Share reports from Board members and committee chairs.
- Set date and location for spring meeting.
- Present a slate of officers.
- Ask for Friend of AGATE Award.
- Present relevant business.

Meeting prior to conference:

- Present budget report and minutes from previous meeting for approval or correction.
- Share reports from Board members and committee chairs.
- Present relevant business.

PRESIDENT – ELECT

The President-Elect shall serve a two-year term and will succeed the President. The President Elect's term begins with the first board meeting at the end of the conference and ends following the first board meeting after installation of new officers.

The President-Elect shall:

- Preside over Board meetings in the absence or at the request of the President.
- Serve on a budget committee with the Treasurer and President.
- Become knowledgeable concerning the Constitution and the budgeting process.
- Maintain and distribute to the Board updated lists of the Board of Public Education and the Certification Standards and Practices Advisory Council (CSPAC).

- Serve on the nominating committee.
- Confer with the President and a Board member appointed by the Board to prepare a slate of officers for the yearly election held at the spring conference.
- Count the ballots with the nominating committee.
- Attend NAGC Conference during the second year of office if the organization's budget can support the expense.
- Attend the Affiliate Conference during the first year of office if the organization's budget can support the expense.
- Vote on issues before the Board.
- Train the new President-Elect prior to departure of office. Transfer all materials related to the office to the new President-Elect.

TREASURER

Duties of the Treasurer include all monetary transactions, accounting responsibilities, and budget management.

Term of Office:

- The Treasurer's term of office is 3 years.
 - The Treasurer's term begins with the first Board meeting at the end of the conference and ends 3 years later following the first Board meeting after installation of new officers.

Financial Review Committee:

- Consists of Treasurer, President, President Elect, and one non-board member (CPA)
- Bank statements are made available for electronic review to the Financial Review Committee.
- The CPA reviews the books not less than 3 times a year.

Budgeting:

- Confer with the President-Elect and President prior to Thanksgiving of each year to prepare a budget for the following fiscal year.
- Present the ensuing year's budget to the Board at the January meeting.
- Send a budget sheet to the conference chair for placement in packets at the annual conference.

Annual Conference:

- The Treasurer has signature authority on the conference bank account each year.
- Conference financial books are included and are stored by the Treasurer.

Signature's Account:

- Maintain, receive, and pay all invoices for Signatures of the Big Sky

The Treasurer shall:

- Vote on issues before the Board.
- Become Bonded:
 - The Treasurer and one other AGATE member must be bonded, as well as two persons writing checks for the conference.
 - Bonding is with State Farm Insurance, Billings.
- Checks over \$250 must be countersigned.
- Collect for the organization:
 - Collect dues from members and record dues as income.
 - Collect annual conference and summer institute funds from chairpersons.
- Dispense monies for the organization:
 - Dispense \$1,000 seed money to the conference chairperson.
- Pay bills accrued by the organization:
 - Bills are accepted and recorded on a voucher form, placed in the Treasurer's notebook.
 - Pay retainer to the attorney and the accountant if needed.
- Manage the books and investments of the organization at the direction of the Board:
 - Reconciliation must be done monthly using QuickBooks.
- Ensure that tax returns are prepared.
- Oversee and manage any money market accounts, certificates of deposit, and any other investments for the organization.
 - Brokerage statements are made available at board meetings and as requested.
- Dispense Scholarships
 - The Scholarship Chairperson will notify the Treasurer prior to the conference of the winners. Checks are written to each winner and awarded at the conference. A letter of congratulations is included clarifying that the winners must cash the check within 3 months of the date on the check.
- Maintain the Treasurer's handbook.
 - Give copies to the President and President – Elect.
- Prepare the annual corporation report to be filed with the Secretary of State by March 31.
- Prepare & present a brief financial statement at **each** Board meeting. The report must include:
 - current balances: Savings, Checking, and Investments
 - conference profit
 - any unusual or special reporting that would concern the board
 - Train the new Treasurer prior to departure of conference. Transfer all materials related to the office to the new Treasurer.

Travel reimbursement amounts have been determined. Reimbursements must be recorded on a voucher.

Ensure that Financial Review Committee are able to review the Account Statements online. This process replaces the need for an audit.

SECRETARY

The Secretary shall record the minutes of the organization and maintain appropriate correspondence and records of the organization. The Secretary's term of office is two years. The Secretary's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Secretary shall:

- Keep the minutes of the 5 board meetings:
 - Spring: The first meeting of the year, at the end of the conference.
 - Fall
 - January
 - One General Business meeting each year, typically during the spring conference. These minutes will be read and approved at the annual business meeting each year.
 - Spring: The last meeting of the year, at the beginning of the conference.
- Send copies of the minutes to each Board member within 3 weeks of the meeting.
- Update the Policies & Procedures Google document as necessary & share it with board members within 2 weeks after the close of each meeting.
- Collect and handle appropriate correspondence for the organization.
- Prepare a summary of the minutes for dissemination to the members through the website.
- Maintain and update the handbook.
- Vote on issues before the Board.
- Train the new Secretary prior to departure of conference. Transfer all materials related to the office to the new Secretary.

REGIONAL REPRESENTATIVES

Five Regional Representatives shall sit on the Board to represent five geographic regions of Montana as defined by OPI CSPD Regional Map. Each Regional Representative serves a two-year term. The Regional Representative's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Regional Representative shall:

- Represent the specific region from which elected in matters concerning AGATE.
- Meet with people within the region as requested to promote the goals of AGATE.
- Send an email each fall to regional AGATE members, GT Coordinators and District Superintendents offering assistance in finding PIR speakers, advocacy, and requesting a description of gifted programs.
- Build and maintain a list of presenters on gifted issues within the region. Share the list with the OPI Liaison.
- Chair, or serve, on committees in which the representative has a general background and/or expressed interest.
- Assist in finding key people within the region that will serve on specific committees within the organization.
- Update and maintain the legislative contact tree for the representative's region.
 - In coordination with the Legislative Chair, contact regional legislators on a regular basis to inform them of gifted education issues and express support for specific bills before the Montana Legislature.
- Maintain an ongoing network among GT local support groups, the Outreach Committee, the Conference Planning Chair and the Parent Involvement Committee.
- Help organize the annual conference when it is held in the representative's region.
 - Form a Conference committee:
 - The representative may chair the committee or appoint a chair.
 - Conference planning begins two years in advance.
- Develop a regional committee of parents and interested parties. Designate a parent contact to further communicate between parents and other members of the region.
- Vote on issues before the Board.

Train the new Regional Representative prior to departure of conference. Transfer all materials related to the office to the new Regional Representative.

OPI LIAISON

The OPI Liaison is a non-voting participant of the AGATE Board. This member is the Gifted and Talented Specialist in the Office of Public Instruction.

The OPI Liaison shall:

- Report to the Board any pertinent information concerning the OPI and Gifted Education.
- Keep the Board informed of any and all legislative matters pertaining to Gifted Education.
- Share a “State of the State” report with the general membership at the annual conference.
- Direct parents, teachers and any other interested parties toward AGATE as necessary and appropriate.
- Disseminate presenter lists to appropriate groups as needed.

COMMITTEE CHAIRS

AGATE Committee Chairpersons are non-voting participants of the Executive Board who are appointed by the President. The President and the current chair of the committee determine the Chairpersons' duration of term.

In order to increase participation on committees by the general membership each Committee Chair will submit an **AGATE Committee Form** to the President by the Fall Board Meeting each year.

The Committee Chairs are required to attend two meetings during the year, unless the President requests their presence.

Committee Chairs will write timely online newsletter articles when appropriate.

AGATE Committee Chair Form

(Return to President by **Fall Board Meeting** each year)

My Committee is: _____

The following people have agreed to serve on this committee for the years _____.

Name	Address	Phone	Email	Position
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EDUCATION CHAIR

The Education Chair is a non-voting participant appointed by the President. The Education Committee will promote teacher training within the state. The President and the current chair of the committee will determine the duration of term. The Education Chair's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Education Chair shall:

- Work with colleges and universities in the state to promote courses in Gifted Education.
This may be accomplished by:
 - Assigning a committee member residing in the city housing an institution to be the liaison and work with the local officials to set up summer courses.
 - Calling or meeting with the Continuing Education Departments in the **early fall** to start contacting state and national presenters.
- Accumulating flyers and brochures from the institution to be distributed at the annual Spring Conference.
- Compile a list of state and national presenters and areas of expertise to offer to institutions.
- Apprise institutions of AGATE funding as seed money to help sponsor a presenter. If the institution sponsors a national presenter and does not meet expenses it will have access to these funds to cover expenses.
- Complete AGATE Committee Chair Form and send to President prior to Fall Board meeting.
- Report on Education committee status and issues at each Board meeting.

Train the new Education Chair prior to departure from office. Transfer all materials related to the office to the new Education Chair.

SAT CHALLENGE CHAIR

The SAT Challenge Chair is a non-voting participant appointed by the President. The President and the current chair of the committee will determine the duration of term. The SAT Challenge Chair's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The SAT Challenge Chair shall:

- During the **summer** create informational flyer/handout and post the information on the AGATE website. (For the paper registration, you have to wait for the College Board to send it to the respective schools/counselor's office before you can update the AGATE flyer.)
- Contact representatives that are providing awards, etc. to see if they are still interested in supporting the Challenge and honoring students.
- Mailing labels are no longer provided through OPI, and it is imperative that the electronic information is available and that counselors/administrators check the MT AGATE Website.
- Send flyer (e-mail format) to Associate Director of School Administrators of Montana to be placed on the MAESP's list serve.
- Place advertisement of **SAT Challenge** in AGATE Newsletter during the fall.
 - Advertise testing dates
 - 1st Saturday in October
 - 1st Saturday in November
 - 1st Saturday in December
 - 4th Saturday in January
 - Registration is required approximately 5 weeks before the testing date.
- AGATE annual Conference
 - In **February** continue discussing arrangements for the awards ceremony with the conference committee. This ceremony will occur at the annual AGATE spring conference. (Arrange for speaker/presenter, room set-up and treats.) Work with Summer Scholarship Chair as they are part of the awards ceremony and their honorees are listed on the awards program.
 - Final scores for the January testing should arrive by **March 1**.
 - Compile a list of students to be honored.
 - The three top scores in the area of math, reading, writing and composite are noted for scholarships. Often times, the number of scholarship winners may depend upon the budget and the top scores (ties).
 - Send letters to the qualifying students inviting them to attend the ceremony.
 - Order awards (medals) as soon as the final scores are received.
 - Complete the program, interpretation guide and print student certificates.
 - Make sure AGATE treasurer has a list of scholarship winners so checks can be issued in their names.

- Present students award(s) and a certificate to each of the certificate honorees and bestow to each of the top winners a monetary scholarship award as determined by the current budget at the ceremony.
- In April after the ceremony mail awards and certificates to the students who do not attend the ceremony unless the items were picked up at the ceremony and hand delivered to the students by AGATE attendees.
- In May give the names of students to the AGATE Newsletter Editor to be published with an article and photo.

Train the new SAT Challenge Chair prior to departure from office. Transfer all materials related to the office to the new SAT Challenge Chair.

SCHOLARSHIP CHAIR

The Scholarship Chair is a non-voting participant appointed by the President. The President and the current chair of the committee will determine the duration of term. AGATE provides 8 scholarships, when available, for gifted students to attend summer camps or other enrichment programs. The Scholarship Chairperson shall dispense information concerning student scholarships, award scholarships, and present scholarships to the students at the annual spring conference. The President and the current chair of the committee will determine the duration of term. The Scholarship Chair's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Scholarship Chair shall:

- In January, finalize plans for the ceremony with the conference committee. This ceremony will occur at the annual AGATE spring conference. Work with SAT Challenge Chair).
- Compile a list of students to be honored. Send letters to the qualifying students inviting them to attend the ceremony.
- Make sure AGATE treasurer has a list of scholarship winners so checks can be issued in their names.
- Present students an award at the AGATE conference.
- In April, after the award ceremony, mail awards to the students who did not attend the ceremony.
- In May, release the names and photos of student winners to the AGATE Newsletter Editor to be published with the article.

Train the new Scholarship Chair prior to departure from office. Transfer all materials related to the office to the new Scholarship Chair.

PARENT INVOLVEMENT CHAIR

The Parent Involvement Chair is a non-voting participant appointed by the President. The Parent Involvement Committee is charged with the responsibility of involving parents in Montana AGATE. The President and the current chair of the committee will determine the duration of term. The Parent Involvement Chair's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Parent Involvement Chair shall:

- Oversee the selection of Parent Fee Waivers for the annual Spring Conference
- Publish a notice for waiver applications in the Fall Newsletter and the Winter Newsletter with a deadline of two months before onset of conference.
- Choose the recipients and inform them in a letter that the award covers Conference Registration but not dues or meals.
- Work with the Conference Chair to award one-day local Parent Fee Waivers.
- Report the names of the recipients to the Conference chairperson at least **two** weeks prior to the spring Conference.
- Maintain a list of Parent Involvement Groups and contacts:
 - Distribute lists to Regional Representatives
 - Assist in acquiring speakers for groups.
- Maintain an ongoing network among GT parent groups.
- Report on Parent Involvement committee status and issues at each Board meeting.

Complete the AGATE Committee Chair Form and send to President prior to August Board Meeting.

Train the new Parent Involvement Chair prior to departure from office. Transfer all materials related to the office to the new Parent Involvement Chair.

LEGISLATIVE CHAIR

The Legislative Chair is a non-voting participant appointed by the President. Duties of the Legislative Committee are to help Montana AGATE form policy concerning political issues and to help promote Gifted Education. The President and the current chair of the committee will determine the duration of term. The Legislative Chair's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Legislative Chair shall:

- Be informed of issues in the legislature concerning Gifted Education.
- Activate regional phone trees/email lists as necessary.
- Act as advisor and liaison to the President, President-Elect, and lobbyist (if one is employed).
- Provide to the Board and membership a list of legislators to be contacted.
- Represent Montana AGATE and AGATE policy to legislators and the Board of Public Education, and other appropriate institutions.
- Write or advise the President to write, any necessary letters to legislators, or Letters to the Editor of state newspapers.
- Complete the AGATE Committee Chairman Form and send to the President prior to the August Board meeting.
- Maintain a legislative handbook, with copies for the Regional Representatives, President, President-Elect and Parent Involvement Chair.
- Report on legislative status and issues at each Board meeting.
- Organize a Lobby Day each legislative year in conjunction with the January Board meeting for parents and teachers.

Train the new Legislative Chair prior to departure from office. Transfer all materials related to the office to the new Legislative Chair.

OUTREACH CHAIR

The Outreach Chair is a non-voting participant appointed by the President. The Outreach Committee is responsible for ensuring that there are speakers at state conferences to represent Montana AGATE and Gifted Education. This includes the annual MEA-MFT Conference as well as any other curriculum group's conferences. The President and the current chair of the committee will determine the duration of term. The Outreach Chair's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Outreach Chair shall:

- Represent Montana AGATE in the MEA-MFT Educators' Conference planning process.
- Attend the spring organizational meeting called by MEA.
- Call for presenters in the Newsletter during the fall.
- Communicate and plan with the state MEA committee
- Arrange for a keynote speaker at the MEA Conference
- Maintain lists of liaisons for state groups and arrange for speakers at their state meetings.
 - All Principal groups
 - Montana School Administrators (SAM), Montana School Boards Association (MTSBA)
 - Reading Council
 - PTA
 - Montana Association of Supervision and Curriculum Development (MASCD)
 - Montana Association of Counseling & Development
 - Montana School Counselors Association
 - Montana Alliance for Art Education (MAAE)
 - Any other relevant groups
- Coordinate information for AGATE booths.
- Report on Outreach Committee status and issues at each Board meeting.
- Maintain an ongoing network among GT local support groups, the Regional Representatives, the Conference Planning Chair and the Parent Involvement Committee.

Complete the AGATE Committee Chair Form and send to the President prior to the fall Board meeting.

Train the new Outreach Chair prior to departure from office. Transfer all materials related to the office to the new Outreach Chair.

PUBLIC RELATIONS CHAIR

The Public Relations Chair is a non-voting participant appointed by the President. The Public Relations Committee is responsible for notifying the media of any information pertinent to Gifted Education. The President and the current chair of the committee will determine the duration of term. The Public Relations Chair's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Public Relations Chair shall:

- Work with the Conference Committee to ensure state and local news coverage of the conference.
- Provide a news release form for inclusion in the conference packet/registration packets at least two months in advance of the conference.
- Oversee the AGATE Educator of the Year Award.
 - The Montana AGATE board will select the award winner from the region hosting the spring conference at the January meeting UNLESS 3 or more nominations have been submitted. In that case, a volunteer committee will select the award & notify the board of their decision by February 15th.
- Announce the award winner at the conference and present the plaque.
- Report on Public Relations committee status and issues at each Board meeting.

Complete the AGATE Committee Chairman Form and send to the President prior to the Fall Board meeting.

Train the new Public Relations Chair prior to departure from office. Transfer all materials related to the office to the new Public Relations Chair.

NEWSLETTER EDITOR

The Newsletter Editor is a non-voting participant appointed by the President. The Newsletter Editor will publish e-newsletters approximately once or twice per month. The President and the current chair of the committee will determine the duration of term. The Newsletter Chair's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Newsletter Editor's objectives are to maintain and grow AGATE's list of subscribers and members, develop AGATE's relationship with subscribers & members by providing them with value-added information, and publicize AGATE events & programs, driving higher participation.

The Newsletter Editor shall:

- Notify Board members regularly of the timing and planned content of e-newsletters.
- Write and publish a minimum of one e-newsletter per month (except possibly during the summer months) and more frequently as needed.
- In May & September, identify subscribers who have not paid their membership dues for the year as part of conference registration, and remind them of their dues
- Administer the NAGC parent membership program
- Coordinate with the AGATE webmaster to ensure items that will appear in newsletters are published on the Montana AGATE web site in a timely manner.
- Coordinate a comprehensive communications plan using both email and Facebook.
- Send newsletters to the Board of Public Education members, Superintendent of Public Instruction and the Executive Director of CSPAC, and to those NAGC affiliate member organizations that wish to subscribe. Update contact names for these groups annually.
- Maintain an accurate master database of current and former AGATE members and subscribers.
- Update the database promptly after the annual conference and whenever new membership payments or subscribers are received
- Provide a complete membership list to the President, President-Elect, and Conference Chair twice yearly as an offsite backup storage and for their needs.
- Provide a regional subscriber / member list to each Regional Representative at the Fall board meeting
- Report on Newsletter and Membership issues at each Board meeting.
- Train the new Newsletter Editor prior to departure from office. Transfer website password, schedules and all materials related to the office to the new Newsletter Editor.

SIGNATURES LIAISON

The *SIGNATURES FROM BIG SKY* Montana Student Literary/Art Magazine Coordinator/Editor is a non-voting participant appointed by the President. *SIGNATURES FROM BIG SKY* is published annually by AGATE in cooperation with MATELA and MAEA, with various state and private grants. The *SIGNATURES* Board is made up of 7 writing educators and 7 art educators in 7 areas of the state who form selection committees in their areas to select from the submissions sent them by Montana teachers. The Coordinator and a MATELA officer are also on the *SIGNATURES* board.

The *SIGNATURES FROM BIG SKY* Coordinator/Editor shall:

September

- Make up and print flyers and posters for fall advertising campaign.

October

- Set up *SIGNATURES* Board meeting during MEA.
- Mail flyers to MATELA, MAEA and AGATE memberships, HS English Departments, HS Art Departments, Elementary and Middle School Principals, County Supts.
- Make up an information sheet or article and send to MAC Newsletter, MATELA Newsletter, OPI Newsletter, AGATE Newsletter others. Distribute among the AGATE, MATELA and MAEA tables at MEA.

November

- Mail posters to all School librarians, the teachers who submitted work the previous year, and the *SIGNATURES* board, AGATE, MATELA and MAEA Boards.

January

- Make up a packet of evaluation tips and information about selection committees for *SIGNATURES* board members and mail.
- Prepare any budget requests from AGATE to present at the January AGATE Board meeting (for the next budget year).

February

- Feb. 1st is the submission deadline. Reserve a work space in Helena for meeting the first Saturday in March.

March

- Meet with the board in Helena the first Saturday to make final selection of materials.
- Collate the pictures with writings.
- Send the collated book to the formatter.
- Make two sets of labels for each submitting teacher whose student appears in the book (one for congrats letter and one for book mailing).
- When the formatter has completed a final copy, make up and send congrats letter to teachers. Have ready a set of student congrats letters to be inserted into the books when mailed.
- On receipt of the books from the printer, have printer send enough for all school libraries to COR with the labels for libraries.

May

- Send a final report to the *SIGNATURES* Board and to AGATE for Newsletter.
- Make up the list of all submitting teachers and selection committee names for next fall's mailing list labels from lists submitted by each board member.

Ongoing

- Work with the AGATE Treasurer to stay informed of the *SIGNATURES* budget. The *SIGNATURES* budget year is the same as AGATE's (July 1-June 30)
- Submit completed vouchers (with receipts attached) for *SIGNATURES* expenses to the AGATE Treasurer as soon as they are received.
- Submit and maintain grant applications.
- Any stipends for *SIGNATURES* chair will be paid only after all expenses (with vouchers/receipts) have been paid and money is available in the account.

HISTORIAN

The Historian is a non-voting participant appointed by the President. The Historian will keep archives current. The President and the current chair of the committee will determine the duration of term. The Historian's term begins with the first Board meeting at the end of the conference and ends following the first Board meeting after installation of new officers.

The Historian shall:

- Keep an updated list of Educator of the Year recipients and dates.
- Keep an updated list of Friend of AGATE recipients and dates.
- Prepare a display of scrapbooks, etc. for the annual conference.
- Take pictures of each Board, major events, conference speakers, etc.

Train the new Historian prior to departure from office. Transfer all materials related to the office to the new Historian.

CONFERENCE CHAIR

The Conference Chair is the Regional Representative or a designee of the Regional Representative.

The responsibilities of the Conference Chair and Conference Procedures are outlined in detail in the Conference Manual, but include:

- contacting the hotel in the region the conference is to be 1 ½ - 2 years in advance & securing a contract
- conferring with the President to secure keynote speakers
- arranging meals for the conference (Wed evening board meeting, Th & Fri lunch, Sat AM board meeting)
- creating a theme & logo
- determining the # of vendor tables available based on the space in the hotel
- blocking rooms for the attendees at the best rate possible
- updating the AGATE Board with various plans & concerns as the conference draws near
- maintaining communication the hotel

The AGATE Board will assume the following responsibilities prior to and during the conference:

- Registration
- Treasurer
- Facilities--Conference Chairperson
- Name tags
- Program
- Packets
- Plaques and flowers
- Silent Auction
- Speakers
- Vendors
- Renewal Units
- College Credit
- Awards Ceremony
- Social Media: to include but not limited to Facebook, Twitter, and Montana AGATE's web page

Ensure that the conference treasurer and one other person become bonded on the AGATE bond.

Annually update and transfer conference manuals and guides and all materials and information to the next conference chair.

Provide folders for parent fee waiver recipients.

Attend the NAGC conference 2 years in advance to determine speakers as the budget allows.

MISCELLANEOUS

The following pages contain pertinent information concerning Procedures and Past Practices.

Officer Rotation:

Even Numbered Years

Region 5 Rep

Region 4 Rep

Region 3 Rep

Odd Numbered Years

Secretary

Region 1 Rep

Region 2 Rep

President-Elect

Treasurer: 3 year term: 2016, 2019, 2022, 2025, 2028, 2031, 2034, 2037, 2040

CONFERENCE SCHEDULE

The annual Montana AGATE Conference is held in the spring of each year. The conference location rotates among the five regions in the state. Each year the Regional Representative is responsible for planning and/or arranging for a committee to plan the conference.

The rotating schedule is as follows: Regions **III, IV, II, V** . Region I has been eliminated in a previous update of the handbook because no city in the east has a facility large enough to hold the conference.

2014: Region III

2015: Region IV

2016: Region II

2017: Region V

2018: Region III

2019: Region IV

2020: Region II

2021: Region V

2022: Region III

2023: Region IV

2024: Region II

2025: Region V

FRIEND OF AGATE

The Executive Board of Montana AGATE shall, when deemed appropriate, present a Friend of AGATE award. This does not need to be given every year.

The Executive Board shall:

- Propose recipients for the award at the **January** Board meeting, discuss the merit of the recipient and vote thereon.
- The recipient must be an individual who:
 - *Has in some way significantly furthered AGATE goals to improve Gifted Education.*
 - *Is not a member of Montana AGATE.*
- Notify the recipient, if any, and invite the recipient to the annual Spring Conference. The President, or another Board member, if more appropriate should notify the recipient.

Present a Friend of AGATE plaque at the annual Spring Conference. A list of recipients is maintained by the President Elect in a Google Doc format.

SERVICE RECOGNITION

- Plaques and recognition for service will be given at the Spring Conference.
- A plaque or gift card shall be given to all members of the Board as they retire from a position.
- An Educator of the Year plaque shall be awarded at the annual conference.
- A **Friend of AGATE** plaque may be given each year in honor of some person who has supported and/or furthered Gifted Education in Montana in some exceptional manner.

Plaques will be given at the annual Spring Conference and paid for out of Conference funds.

REGIONAL MEMBERSHIP

Montana AGATE has five membership regions in the state. Each region is comprised of several counties. Following is a list of Regional Membership. Regional membership aligns with the five Regional Service Agencies.

REGION I	REGION II	REGION III	REGION IV	REGION V
Carter	Blaine	Big Horn	Beaverhead	Flathead
Custer	Cascade	Carbon	Broadwater	Lake
Daniels	Chouteau	Golden Valley	Deer Lodge	Lincoln
Dawson	Fergus	Musselshell	Gallatin	Mineral
Fallon	Glacier	Stillwater	Granite	Missoula
Garfield	Hill	Sweet Grass	Jefferson	Ravalli
McCone	Judith Basin	Wheatland	Lewis and Clark	Sanders
Phillips	Liberty	Yellowstone	Madison	
Powder River	Petroleum		Meagher	
Prairie	Pondera		Park	
Richland	Teton		Powell	
Roosevelt	Toole		Silver Bow	
Rosebud				
Sheridan				
Treasure				
Valley				
Wibaux				