

SECTION E EXECUTIVE BOARD POSITION ASSIGNMENTS

E-1 Position Title: FDEA Political Liaison

GENERAL DESCRIPTION:

The political liaison representative is an appointed member of the FDEA Executive board. The major responsibilities of this position are to provide a connection between the Florida Legislature and FDEA, keep the FDEA members abreast of important legislative issues relating to developmental education, and represent FDEA on the NADE Political Liaison Committee.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To serve as a liaison between FDEA and the Florida legislative bodies.
2. To monitor state and national developmental education issues and provides relevant information to the FDEA Executive Board and the FDEA general membership.
3. To serve as an appointed member of the FDEA Executive Board.
4. To prepare and submit articles for publication in the FDEA Newsletter.
5. To serve as a member of the NADE Political Liaison Committee and represent FDEA on this committee.

E-2 Position Title: Division of Community Colleges Liaison

GENERAL DESCRIPTION:

The Division of Community Colleges and Workforce Education (DCCWE) may appoint a liaison from the Division to participate with the Florida Developmental Education Association (FDEA). While the Division liaison remains under the sole direction of the Florida Department of Education, the FDEA Executive Board recognizes the liaison as a nonvoting standing member of the FDEA Executive Board to assure that the Board is kept abreast of DCCWE activities and concerns. The Division liaison also provides an avenue for relaying to the Division the concerns and activities of the FDEA.

REQUESTED DUTIES AND RESPONSIBILITIES:

1. To serve as a resource to the FDEA Executive Board for planning and coordination of statewide meetings/conferences, and for general information dissemination.
2. To report Division of Community Colleges and Workforce Education updates at FDEA Executive Board and statewide meetings.

3. To respond to telephone inquiries, report, and disseminate written updates on policies, issues, the Division budget, and studies/reviews related to college/vocational preparatory testing, placement and instruction, as appropriate.
4. To monitor national concerns and opportunities for developmental educators' professional development and to notify FDEA members accordingly.
5. To prepare and submit articles for publication in the *FDEA Newsletter*, as appropriate.

E-3 Position Title: Florida College Reading Council President

GENERAL DESCRIPTION:

The FCRC President is an appointed member of the FDEA Executive Board who, in addition to presiding over all FCRC meetings, attends the Executive Board meetings.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To preside over all FCRC meetings.
2. To represent the interests of the FCRC and keep board members aware of FCRC plans and concerns by attending all FDEA Executive Board meetings.
3. To appoint committees and be certain that committees follow deadlines for submitting reports and proposals. Committees may consist of the Nominating Committee, Awards Committee, Research Committee, and any other committee deemed appropriate to the FCRC.
4. To write copy for the FCRC page of the FDEA Newsletter.
5. To encourage FCRC members to respond to calls for research, sharing sessions, networking, and information gathering.
6. To help obtain speakers for the FDEA Conferences on topics of interest to FCRC members.
7. To encourage mini-conferences and other meetings of FCRC members.
8. To work with other officers of the FCRC members.
9. To keep other officers informed as to plans, problems, and ideas for future projects.
10. To keep a record of all monies deposited into the FDEA treasury for use of the Florida College Reading Council.

E-4 Position Title: Historian**GENERAL DESCRIPTION:**

The Historian is responsible for collecting FDEA information, which should be added to the files (computer flash drive / web site) on a permanent basis.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To work with the Past President & /or By-Laws chair and update the *FDEA Handbook* yearly.
 - To date and place a copy of the current by-laws into the file and make sure all changes are on the FDEA Web Site.
2. To seek specific information each year for records. Most can be put on a computer flash drive.
 - To fill out an FDEA Conference overview immediately after the annual conference is completed.
 - To collect a copy of the FDEA Conference program for files.
 - To place a dated agenda of quarterly meetings in appropriate files.
 - To record membership enrollment at the end of a conference or FDEA fiscal year; one sheet should be used for yearly summary.
 - To receive an additional copy of each newsletter for files.
 - To record the FDEA Outstanding Developmental Educator Award winner for the year and place a copy of the winning nomination into the files and see that it is put on the FDEA Web Site.
 - To place a list of the names and addresses of each exhibitor in the files and make sure they are put on the FDEA Web Site.
3. To take digital pictures at the annual conference for a scrap book to put out on the Welcome Table at the following year's conference and to make sure they are sent to the FDEA Webmaster to put on the web site.

E-5 Position Title: *Newsletter Editor***GENERAL DESCRIPTION:**

The *Newsletter Editor* is responsible for producing three newsletters each academic school year.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To set dates for the distribution of each newsletter.
2. To solicit information from members of the Executive Board and collect pictures in jpg format and articles in Word.
3. To encourage Board members to gather information from colleagues that is appropriate for the FDEA *Newsletter*.
4. To set deadlines for accepting material (April 1, August 1, and December 1).
5. To edit material for each newsletter.
6. To design the layout of each newsletter.
7. To send final copy to Distribution Manager to be sent to all members, institutional members & their presidents via e-mail.
8. To send FDEA Web Manager the newsletter file to be placed on the website.

E-6 Position Description: FDEA Web Manager**GENERAL DESCRIPTION:**

An Internet web site has been established for the FDEA in order to provide information about the association to the general public, to recruit members and sponsors, and to keep the membership informed about association activities and events. The FDEA web manager is charged to design these web pages and post information as requested by the board.

FDEA has its own domain name and maintains a web presence with a commercial internet service provider. The URL is <http://www.fdea.net>. As a courtesy, a sub-domain, <http://fcrc.fdea.net>, is maintained for the Florida College Reading Council's web information and use.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. The FDEA web manager will have access to these web page files in order to post updates and/or changes. Posting is done via file transfer protocol; use of WS-FTP or similar program is encouraged. Web pages are to be

maintained in accordance with the host service's (presently, IPOWERWEB.NET) acceptable use policy and in line with guidance provided by the FDEA Board. The FDEA president will resolve any confusion or conflicts in the organization and content of the association's web site.

2. The FDEA Web Manager should have access to sufficient resources, software, etc., to manage the association web files. The variety of programs (such as Microsoft® FrontPage®, and Adobe® Acrobat® and PhotoStyler®, etc.) and their frequent upgrades make it impractical for the association to purchase and maintain its own suite of software. The availability and use of a college's (and/or personal) software/resources to assist FDEA must be clearly understood so as not to conflict with copyright laws or other regulations.
3. The FDEA Web Manager is expected to maintain a liaison with association board members and with committee chairs who have information for the web pages. The web manager is not expected to research and write the material for the web pages. Instead, committee chairs and board members should feed information /articles to the web manager who will format material with the necessary hypertext markup codes, scan/crop/edit photographs, etc., and upload the files.
4. There will be continuing opportunities to expand the FDEA web pages with additional material and information, such as topics for the Florida College Reading Council and/or announcements for NADE. The Web Manager is encouraged to explore these possibilities and to suggest ways to add meaning and usefulness to the association's web presence.

E-7 Position Title: Distribution List Manager

GENERAL DESCRIPTION:

The Distribution List Manager will maintain a current e-mail list of all individual members, institutional members, and college presidents.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To set up a distribution list of FDEA members (contact membership chair for updates), institutional members (contact institutional membership chair for updates), and college presidents & their staff assistants (check the FACC web site under Council of Presidents for current e-mail addresses).
2. Send out the FDEA newsletter, voting announcements, dues reminders, and anything else to help with the business of FDEA each year. (Please note: Do not show e-mail addresses on e-mails when sent)

E-8 Position Title: Diversity Chair**GENERAL DESCRIPTION:**

The Diversity Chair will create a committee of individuals from colleges throughout the state to initiate two-way communication with students of diverse backgrounds and the college community.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To compile a list of people from several colleges willing to serve on the Diversity Committee.
2. To send letters explaining the purpose of the committee to each member.
3. To conduct a survey by asking each community college to identify specific needs.
4. To address findings published in the National Association of Developmental Education (NADE) 2005 Newsletter based on a special committee charged with exploring the futures of Cultural diversity and International Access Committees.
5. To encourage attendance and participation in FDEA and other local, state, and national meetings/conferences to discuss diversity issues and concerns.

E-9 Position Title: Parliamentarian**GENERAL DESCRIPTION:**

With due regard for every member's opinion, the parliamentarian shall assist the Board of Directors and the membership in arriving at "the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion" and perform such duties as prescribed by *Robert's Rules of Order, Newly Revised*.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Develop sufficient expertise to advise the President on matters of parliamentary procedure.
2. Function in the role of the Parliamentarian as a non-interventionist, and assist and support the President in maintaining order and adhering to time schedules as approved by the Board or membership.
3. Assist with the election and voting procedures.
4. Provide such other services as determined necessary by the President.