

SECTION E EXECUTIVE BOARD POSITION ASSIGNMENTS

E-1 Position Title: FDEA Political Liaison

GENERAL DESCRIPTION:

The Political Liaison representative is a 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 prepare and submit articles for publication in the FDEA Newsletter.
4. To serve as a member of the NADE Political Liaison Committee and represent FDEA on this committee.

E-2 Position Title: Division of Florida 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 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 Florida 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. Keep Board members aware of FCRC plans and concerns by attending all FDEA Executive Board meetings.
2. To help obtain speakers for the FDEA Conferences on topics of interest to FCRC members.

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 and/or By-Laws Chair to 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.
 - A copy of the FDEA Conference program.

- A dated agenda of Board meetings.
 - A record of individual and institutional membership enrollment at the end of a conference or FDEA fiscal year. This will also be used for the FDEA yearly summary.
 - A copy of each newsletter.
 - A record of the FDEA Outstanding Developmental Educator Award winner for the year, a copy of the winning nomination and send to the FDEA Webmaster for the website.
 - A list of the names and addresses of each vendor and send to the FDEA Webmaster for the website.
 - A copy of the FDEA Conference overview written by the Program Chair.
3. To take pictures at the annual conference for a scrap book which will be placed on the Welcome Table at the following year's conference, and to send the photos to the FDEA Webmaster for the website.
 4. To obtain from the Local Arrangements Chair the letter of reference received from the conference hotel. This letter will assist in securing future conference sites and when needed is to be provided to the Local Arrangements Chair for the next conference.

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 set deadlines for accepting material
3. To solicit information from members of the Executive Board and collect pictures in jpg format and articles in Word.
4. To encourage Board members to gather information from colleagues that is appropriate for the FDEA Newsletter.

5. To edit, design and layout the material for each newsletter.
6. To send the final copy to the Distribution Manager to be sent to all members, institutional members & their Presidents.
7. To send the FDEA Web Manager the newsletter file to be placed on the website.

E-6 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-7 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-8 Position Title: Parliamentarian

GENERAL DESCRIPTION:

With due regard for every member's opinion, the Parliamentarian shall assist the Board 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.