

## **TEDA President Time Line**

**NOTE: See “Flex Dates / Ongoing Items” at end of Time Line for ongoing items or items whose dates may change as schedule requires.**

### **August**

Send letter to chapter presidents regarding: greeting, all chapter officers being paid members of TEDA by no later than December 31, and request copy of chapter bylaws if any changes have been made.

Send letter, including a copy of specific duties (as appropriate for each position), to new TEDA Advisors or any advisor whose commitment is up for renewal and is renewing (those who have served their 3 year term and are renewing their commitment by invitation of Board).

Complete process to the Governor requesting proclamation of Educational Diagnosticians’ Week in Texas:

1. Go to <http://governor.state.tx.us/contact/>
2. Click “I need assistance” and select.
3. Complete required fields. Under issue click “Ceremonial item request.”
4. Include request and draft proclamation in comment box.

Check on retainer with Buechler and Associates (Cynthia Buechler), need Board approval to renew, have Treasurer send payment once approved by Board.

Coordinate with Past President/website liaison regarding current Board members and committee chairs/liaisons having access to the “Board Members Only” section on the website. (Delete any names of prior Board members and committee chairs/liaisons not on current list.)

Change over any TEDA email accounts to appropriate TEDA Board members, as needed.

Post Board meeting dates (Face to Face = F2F and online) on “Board Members Only” section of website.

Add folders to resources tab for each meeting for posting of reports etc. on “Board Members Only” Section of website.

Update contact for SBEC CPE provider (generally Conference Chair or President-Elect).

### **September / October**

Contact Special Education directors (and regional service center special education directors, as appropriate) with link to information on the *DiaLog*, how to join TEDA online, benefit of professional insurance, and TEDA conference information.

Contact TCASE regarding date of Special Education Directors’ Week.

Send Special Education Directors’ Week information to chapter presidents.

### **November**

Include discussion of chapter officer dues (those outstanding) as an agenda item for November Board meeting.

Coordinate with treasurer and membership secretary to send follow-up letter to chapter presidents for any unpaid chapter officer’s dues.

Review TEDA as SBEC CPE provider to maintain appropriate contact information.

## **December**

Send President's letter for the *DiaLog* to the *DiaLog* editor no later than December 30 for Spring Edition.  
Send copy of the Educational Diagnosticians' Week proclamation to the *DiaLog* editor no later than December 30 for publication in the *DiaLog*.

## **January**

Check on Proclamation of Educational Diagnosticians' Week if not already received.  
Contact TCASE regarding Educational Diagnosticians' Week (first full week of March).

## **February**

Contact special education directors (and regional service center special education directors, as appropriate) regarding Educational Diagnosticians' Week.  
Coordinate with Past President/website liaison regarding posting of the Educational Diagnosticians' Week proclamation on the website.  
Coordinate with Past President to have a TEDA Tracker sent to all members announcing Educational Diagnosticians' week, including a copy of the proclamation.

## **May / June**

Coordinate with the Membership Secretary and TEDA Admin to complete the EPLI annual renewal due June 30.  
Notify President-Elect to prepare President's Letter for *DiaLog* Fall Edition (due June 30).  
Contact the webmaster and Barclay insurance representative regarding forwarding all organization contracts and insurance policy applications due by August 1.  
Email Board members, advisors, and chairpersons regarding July face to face Board meeting.  
Consider inviting incoming officers to final Board meeting of outgoing Board.  
Confirm arrangements (hotel room reservations/meeting room) as needed for July Board meeting.

## **July**

Coordinate with the Past President/website liaison regarding the posting to the website of the "new" Board (for the upcoming year) (at the end of July).  
Work on the proposed budget with the incoming President (current President-Elect) and current Treasurer.  
Coordinate with the Board and complete all organization contracts and insurance policy applications due by August 1.  
Work with the incoming President (current President-Elect) to prepare the agenda for the first "new" Board meeting, to take place in conjunction with the last meeting of the outgoing Board.  
Work with the incoming President (current President-Elect) to prepare for and ensure that incoming Board members receive pertinent information/materials, timelines, electronic files, and documents from outgoing Board members.  
Work with the incoming President (current President-Elect) to transfer the TEDA Zoom account information.  
Facilitate this transfer of information and materials from outgoing officers to incoming officers.  
Provide electronic copy of updated officer timeline to Organizational Affairs Chairperson.

## **Flex Dates / Ongoing Items**

### **Board Meetings:**

- Use online venue to schedule and send invitations to online Board meetings as per meeting schedule adopted in July.
- Send email reminding Board members to post their reports to the “Board Members Only” section of website prior to the Board meeting (as designated).
- Post agenda for each meeting on “Board Members Only” section of website prior to the meeting.
- Confirm that minutes are posted to “Board Members Only” section of website following each Board meeting and prior to the next Board meeting.
- Make the necessary arrangements for face to face (F2F) Board meetings, including meeting room.

### **General Assembly meeting/Annual Conference:**

- Check to be sure the General Assembly meeting has been scheduled for the conference.
- Coordinate with the conference chair to confirm all details of the General Assembly meeting.
- Confirm with the Past President/website liaison and TEDA Admin that the minutes from the General Assembly meeting from the prior year are posted to the “Members Only” section of the website.
- Coordinate the presentation of Board members (outgoing/incoming) and Standing Committee Chairpersons/Liaisons as determined by the Board.
- Coordinate with the Past President regarding agenda item for any TEDA Hall of Honor recipient(s) and/or Chapter Diagnostician of the Year acknowledgement. (Reference the TEDA Recognition of Outstanding Service to the Community of Educational Diagnosticians guidance document.)
- Order any awards (as determined appropriate) at least one month prior to the Annual Conference.
- Coordinate the recognition (verbal and/or certificate) of current Board members, committee chairs/liaisons, and advisors in preparation for the General Assembly meeting.
- Coordinate the Board meeting with the Conference Chairperson (Chair should schedule the date and room as part of the Conference).
- Set the Board meeting time as per the agenda.
- Confirm the Board meeting date, time, and room with Board.
- Confirm the number of Board members needing hotel rooms with the conference chair at least 3 months prior to the Conference.
- Preside at the General Assembly meeting.
- Following the conference, send thank you notes to Conference Chairperson(s).

### **Election:**

- Coordinate with the Past President regarding the call for state officer nominations for website and/or publication in the *DiaLog* (see *DiaLog* submission dates).
- Confirm with the Past President/website liaison that the nominees for the upcoming election have been posted to the “Members Only” section of the website. (This will follow the Board confirmation of the nominees. See current Board calendar.)
- Confirm with the Past President/website liaison that online voting is open.
- Confirm with the Past President/website liaison that a TEDA tracker has been sent to all members announcing the posting of state officer nominees and opening of online voting (usually March/April). (See current Board calendar.)

Coordinate with the Past President regarding online voting and ensuring that voting closes on the designated date.

Coordinate with the Past President regarding voting results and preparing the announcement of results as appropriate.

**Miscellaneous Tasks:**

Prepare President's Letter for *DiaLog* (as calendar dates apply).

Coordinate with Board and complete all required organization contacts and insurance policy applications.

Prepare report for TPED meetings as appropriate.

Coordinate the Board's submission of names to the Board of Registry for the appropriate positions.

Request report from TPED and NCED president/chair for Board meetings as appropriate.

Coordinate with the Past President regarding the "Call for Award nominees" in the *DiaLog* edition (as calendar submission dates apply).

**Note:** All correspondence may be electronically completed.