

**The Teacher Center of Broome County
Columbus School
164 Hawley Street, Suite 308
Binghamton, NY 13901**

Roles and Responsibilities of Policy Board Members

Role of Policy Board Members

- Set Policy
- Vote

Policy Board sub-committees will be appointed to handle other items. Recommendations and/or actions will be reported to the entire Policy Board.

Board Duties Clarification

Inside Meetings

- Attend meetings - notify the office (762-6422) in advance if you are unable to attend
- Vote
- Represent constituencies to the Board (teachers in your school districts)

Outside Meetings

- Review agenda and minutes of previous meeting before each meeting
- Attend at least one Teacher Center-related conference during your 3-year term
- Represent and advocate for the Teacher Center in your school district
- Make contacts with teachers to determine needs and report them to the Program Committee through the Director.
- Sit on at least one Teacher Center committee during the year
- Meet at least once a year with the Union Leader in your district to discuss identify areas where the Teacher Center can provide services.*
- If possible, be part of the staff development planning committee in your district.*

The Teacher Center of Broome County

Possible Committees

Mini-Grant Committee:The Mini-Grant Committee reviews the mini-grant applications and awards grants based on the criteria.The Committee also reviews the grant package and criteria and revises these as necessary.

Personnel Committee:The Personnel Committee is responsible for reviewing and approving job descriptions for the Teacher Center Director and Staff.In the event that the Director is replaced, the Committee will draft the announcement, evaluate candidates, and make recommendations to the Board for the new Director.The Committee is also responsible for the Director evaluation process.

Retreat Committee:The Retreat Committee is responsible for planning the spring Policy Board Retreat.

Program Committee:The Program Committee outlines the next year's program goals in accordance with the overall goals defined for the Teacher Center by the Policy Board and the needs assessment data gathered during the year.The Committee meets monthly to review program plans, suggest program elements and advise the Director in matters of program development and implementation.

Educators Conference Committee:The Educators Conference Committee meets throughout the year to plan and then presents the Educator's Conference in August.

Technology Committee: The Technology Committee works with the Director to plan and implement program elements and strategies that advance the use of technology in the schools.

Evaluation Committee: The Evaluation Committee identifies effective evaluation methods and processes, evaluates the effectiveness of Teacher Center programs, and makes recommendations for the planning of new programs based on their evaluation.

Facilities Committee:The Facilities Committee will be activated if the Teacher Center is to be moved.The Committee will evaluate potential sites and present recommendations to the Board.

Budget Committee:The Budget Committee defines the allocation of moneys to implement plans that accomplish Teacher Center Goals.They will present the budget to the Policy Board for final approval.If funding is less than the budget proposal, the Committee will identify adjustments that maintain Goals and present the revised budget to the full Policy Board for final approval.

Public Relations:The Public Relations Committee will investigate ways to promote and enhance the visibility of the Teacher Center.They will be responsible for implementing changes and measuring their effectiveness.

Advocacy Committee:The Advocacy Committee is responsible for identifying strategies and conducting activities to promote the Teacher Centers of New York at the State level to ensure continuation of state funding.