

Texas Science Education Leadership Association (TSELA)

Committees

Membership Committee Chair

Term of Service: One-year cycle, with option for reappointment

Appointment: Appointed by President

Major Function or Purpose of Committee: The main function of the Membership Committee is to maintain and grow the membership of the organization. The committee actively seeks ideas for retaining current members and increasing membership numbers within the organization. The Chairperson organizes efforts toward this end and also works with committee members to ensure that membership records are current and accessible to the officers. The committee is composed of the Chairperson and committee members who serve in a three year cycle.

Duties:

1. Chairperson Duties
 - A. Identify potential committee members and encourage online application for committee membership
 - B. Work with President-Elect to replace committee members as 1-year appointments end
 - C. Maintain regular communication with committee members
 - D. Identify, organize, and facilitate committee tasks
 - E. Facilitate and encourage submission of relevant articles to online postings/email blasts in order to promote and maintain organization membership
2. Specific Membership Chairperson and Committee Tasks
 - A. Solicit ideas and suggestions for the purpose of increasing membership and providing more and better services to TSELA members
 - B. Ensure the continuity of membership in the organization through the performance of tasks related to the maintenance and growth of the membership
 - i. Maintain and update the organization's membership records
 - ii. Work to recruit new members by personal contact or by utilizing regional/ESC lists, professional journals, and other science publications
 - iii. Work with the Marketing chair to disseminate membership materials to potential new members

Nominations & Elections Committee Chair

Term of Service: One-year cycle, with option for reappointment

Appointment: Appointed by President

Major Function or Purpose of Committee: The main function of the Nominations and Elections Committee is to work to ensure there is a full slate of qualified nominees for each year's election. The chairperson organizes efforts toward this end.

Duties:

1. Chairperson Duties
 - A. Work with President-Elect to replace committee chair as 1-year appointment ends
 - B. Maintain regular communication with the officers.
 - C. Ensure that the ballot is organized and submitted to the President in a timely manner
 - D. Maintain records of nominees for the ballot, successful candidates, and voting percentages
 - E. Write an article for the website/email blast to announce offices open for election, to encourage nominations, and to acknowledge incoming and outgoing officers and directors
2. Specific Nominations and Elections Chairperson and Committee Tasks
 - A. Notify the board and membership of the positions open each year
 - B. Work to recruit nominees for the ballot by personal contact, working with the officer, contacting individuals in other organizations, and by submitting articles soliciting nominations for the website and email blasts.

Continued

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Professional Development Committee Chair

Term of Service: One-year cycle, with option for reappointment

Appointment: Appointed by President

Major Function or Purpose of Committee: The Professional Development Committee is one of the highly visible 'faces' of TSELA. The committee sees that the organization serves the needs and interests of those who participate in professional development provided through TSELA. The Chairperson is responsible for coordinating all aspects of the meetings and sessions at CAST conferences, including overseeing such tasks as: program development, communication with presenters and facilities, coordination with the officers and Marketing chair. The committee is composed of the Chairperson and committee members who serve in a three year cycle.

Duties:

1. Chairperson Duties
 - A. Coordinate tasks of the Professional Development Committee
 - B. Identify potential committee members and encourage online application for committee membership
 - C. Work with President-Elect to replace committee members as 1-year appointments end
 - D. Maintain regular communication with committee members
 - E. Identify, organize, and facilitate committee tasks
 - F. Facilitate and encourage submission of relevant articles to the website/email blasts related to professional development opportunities
2. Specific Professional Development Chairperson and Committee Tasks
 - A. Annual Fall Membership Meeting - Completes all tasks as outlined:
 - i. Pre-planning
 - ii. On-site coordination
 - iii. Post-event responsibilities
 - B. Winter and Spring Meetings - Completes all tasks as outlined:
 - i. Pre-planning
 - ii. On-site coordination
 - iii. Post-event responsibilities
 - C. TSELA sessions at CAST
 - i. Coordinate TSELA-sponsored events at STAT's annual CAST Conference
 - ii. Work with the officers to coordinate the TSELA-sponsored sessions at the various min-CASTS throughout the year

Marketing Committee Chair

Term of Service: One-year cycle, with option for reappointment

Appointment: Appointed by President

Major Function or Purpose of Committee: The major function of the Public Relations Committee is to promote favorable relationships that support the growth and visibility of the organization. This includes identifying potential sponsors, facilitating communication with existing sponsors, and working with the webmaster to generate positive and relevant information about the organization for distribution to current and potential members of the organization. The committee is composed of the Chairperson and committee members who serve in a one year cycle.

Duties:

1. Chairperson Duties
 - A. Identify potential committee members and encourage online application for committee membership
 - B. Work with President-Elect to replace committee members as 1-year appointments end
 - C. Maintain regular communication with committee members
 - D. Identify, organize, and facilitate committee tasks

Texas Science Education Leadership Association (TSELA)

Committees

- E. Facilitate and encourage submission of relevant articles for the website/email blasts in order to promote positive perceptions of TSELA and highlight the accomplishments of the organization
- 2. Specific Public Relations Chairperson and Committee Tasks
 - A. Generate publicity brochures, announcements, and/or flyers that promote the organization and can be distributed to current, new, and potential members
 - B. Seek out avenues for distribution of publicity information about the organization beyond the website (list-serves, other organizations, state and national networks, etc.)
 - C. Create and disseminate press releases related to core TSELA professional development activities and election results
 - D. Identify sponsors and sponsorships for the organization and professional development activities. Facilitate communication between potential and existing sponsors, the officers, and the Professional Development Committee Chair.