

ELECTION OF OFFICERS:

The NCTE Organizational Policies require that during the Spring meeting of each even numbered year, each Standing Committee, from its membership, shall elect a Chairperson, Vice Chairperson, and Secretary who shall serve for a term of two years. The officers may be re-elected once. Succeeding officers for each position must be elected from a different representational group (Governance, Higher Education, Teachers). The term of the officers begins August 1st of the same year.

Although not required by NCTE Organization Policies, it is recommended that each Standing Committee designate an alternate Secretary who can serve in the absence of the elected Secretary.

Duties of the Chairperson:

- Lead Standing Committee meetings during regularly scheduled NCTE meetings.
- Represent the Committee at the NCTE Executive Committee meetings (held in January, April, and August prior to the corresponding NCTE meeting; and immediately prior to NCTE meetings as needed.)
- Contact the Vice Chairperson to serve in his/her place as necessary.

Duties of the Vice Chairperson:

- Serve in the absence of the Chairperson for NCTE meetings or NCTE Executive Committee meetings.

Duties of the Secretary:

- Take roll and minutes for the NCTE Standing Committee meetings utilizing a template provided by NDE
 - Upon request to NDE prior to the meeting, a laptop computer and 'flash drive' will be provided for use during the meeting.
- Provide an opportunity for the Chairperson to review/approve minutes prior to submission to NDE.
- Submit final minutes (via e-mail) to NDE **within 14 days** of the meeting.
- Contact an alternate to serve in his/her place as necessary.