# Table of Contents

Introduction .................................................................................................................................................. 5

History ........................................................................................................................................................... 6

Functions ....................................................................................................................................................... 7

Affiliation ....................................................................................................................................................... 7

Headquarters ................................................................................................................................................ 7

Membership .................................................................................................................................................. 7

Publications ................................................................................................................................................... 7

Finances ........................................................................................................................................................ 8

Mission .......................................................................................................................................................... 9

Beliefs ............................................................................................................................................................ 9

Goals ............................................................................................................................................................. 9

Organizational Leadership .......................................................................................................................... 11

Executive Director ....................................................................................................................................... 11

Executive Board .......................................................................................................................................... 12

Board of Directors ....................................................................................................................................... 12

Officers ........................................................................................................................................................ 14

President ..................................................................................................................................................... 14

President-Elect ............................................................................................................................................ 15

Past President ............................................................................................................................................. 15

Secretary ..................................................................................................................................................... 15

Treasurer ..................................................................................................................................................... 16

Parliamentarian........................................................................................................................................... 16

Other Leadership ........................................................................................................................................ 17

District Directors ......................................................................................................................................... 17
GAEL Representatives ................................................................................................................................. 18
RESA Liaison ................................................................................................................................................ 18
Georgia Department of Education Liaison.................................................................................................. 18
Standing Committees .................................................................................................................................. 19
Legislative Committee .................................................................................................................................. 19
Membership Committee ............................................................................................................................. 20
Nominating Committee ............................................................................................................................... 21
Awards and Special Committees ................................................................................................................. 22
Distinguished Service Award Committee .................................................................................................. 22
Flanders Scholarship Committee ................................................................................................................ 22
Special Committees .................................................................................................................................... 22
Conferences ................................................................................................................................................ 23
Fall Conference ........................................................................................................................................... 23
Winter Conference ...................................................................................................................................... 23
Summer Conference ................................................................................................................................... 23
Appendix A: Distinguished Service Award ............................................................................................. 24-26
Appendix B: The Flanders Scholarship ................................................................................................... 27-29
Appendix C: GACIS Executive Director ................................................................................................... 30-36
Appendix D: GACIS District Map ............................................................................................................. 37-40
Appendix E: Requirements and Application for GAEL President ........................................................... 41-44
INTRODUCTION

This handbook provides information concerning the purpose, organizational structure, programs, activities, and resources of the Georgia Association of Curriculum and Instructional Supervisors (GACIS). It is designed to serve as a resource and procedural guide for the orientation and preparation of officers to assume various leadership functions within GACIS at the state and district levels.
HISTORY

The Georgia Association of Curriculum and Instructional Supervisors (GACIS) was organized in April, 1971, as a professional organization for persons working in the field of curriculum development and instructional supervision. The name of the organization was changed by membership vote at the annual summer conference, 1998, to be officially designated as the Georgia Association of Curriculum and Instructional Supervisors (GACIS).

Prior to the organization of GACIS, two professional groups existed within the state to serve supervisory personnel exclusively. The Georgia Department of Instructional Supervision (GDIS), organized in 1955, provided the leadership for supervisors within the former Georgia Education Association (GEA). The Georgia Association of Jeanes Curriculum Directors (GAJCD), organized in 1942, concurrently provided the leadership for Jeanes supervisors within the former Georgia Teachers and Education Association (GTEA). In 1971, under the new parent organization, the Georgia Association of Educators (GAE), a landmark decision was made to merge these two existing groups, GDIS and GAJCD.

A representative committee of persons from both groups was commissioned to develop a merger agreement that established policies for shared organizational leadership. GAJCD was represented by Mrs. Susie Wheeler, President, Miss Tommie C. Calhoun, Miss Florence Butts, and Mrs. Marye E. Gordon as GAE Consultant. GDIS was represented by Dr. Frusanna S. Booth, President, Mr. Sam Dennard, Mrs. Margaret Rodgers, Mr. A. Joe Owens, and Miss Margaret Killian as GAE Consultant. The merger was adopted by the combined memberships, became effective April 1, 1971, and remained as such for a period of nine years.

GACIS affiliated with the Georgia Association of Educational Leaders (GAEL) in 1976. GACIS severed its relationship with the Georgia Association of Educators and changed its constitution.

In 1972, in recognition of the significant contribution to instructional supervision made by Dr. Johnnye V. Cox, GACIS established an annual lecture series in her name, the Johnnye V. Cox Lectureship. The lecture was presented at the annual Fall Conference by an outstanding leader in the field of curriculum and supervision until 1998 at which time it was discontinued. The lecture titles and the presenters for each year are located in Appendix E.
FUNCTIONS

Affiliation

GACIS is an affiliate of the Georgia Association of Educational Leaders (GAEL). GACIS promotes cooperative relationships with the Georgia Department of Education, teacher education institutions in Georgia, and other educational organizations and agencies. (By-Law 1.3)

Headquarters

The headquarters of GACIS is designated by the Board of Directors. The Executive Director shall administer the operation of the headquarters. (By-Law 1.2)

Membership

Membership in GACIS is open to those persons who hold supervisory, coordinating, or consulting positions directly related to the improvement of curriculum and instruction development, or are instructors of curriculum and supervision in public and non-public schools, colleges, universities, Regional Educational Service Agencies (RESAs), or the Georgia Department of Education. Persons aspiring to leadership positions in these areas and retired persons are also eligible for membership. The membership year is July 1st to June 30th. (By-Laws 2.1 – 2.5)

Publications

Electronic publications are used throughout the year as a means of publicizing important events and reporting timely information regarding the work of GACIS. Topics related to the profession are disseminated. These reports promote the study of current issues and shared concerns by the total membership.
Finances

All funds that are received by the association from the payment of membership dues, sale of publications and tickets, and other miscellaneous receipts are deposited into the account of the GACIS General Fund held by the Fiscal Agent, GAEL.

A budget is prepared annually which projects the anticipated income as well as the anticipated expenditures of GACIS. All invoices are submitted directly to the Executive Director for approval and payment by the Fiscal Agent. (By-Laws 11.3, 11.4, 11.6)
MISSION

The mission of the Georgia Association of Curriculum and Instructional Supervisors (GACIS) is to advocate for excellence in public education by providing visionary leadership and professional learning that ensure a rigorous, performance-based curriculum and high-quality instruction for all students. (By-Law 1.4)

BELIEFS

- Communicate expectations for learning through a standards-based curriculum.
- Assess student learning through a balance of formative and summative measures tied to standards.
- Support all students to meet or exceed their potential.
- Protect time for instruction that will impact the quality and quantity of student learning.
- Supervise instruction and monitor results.
- Foster a continuous improvement model using multiple measures of data and research-based strategies.
- Provide on-going, job-embedded professional learning.
- Secure instructional resources and technology for 21st-century classrooms.
- Ensure that a quality teacher serves students in every classroom.
- Grant local school districts the flexibility to make decisions about the educational improvements for which they are held accountable.

GOALS

- Promote and support curriculum development, instructional improvement, and supportive supervision.

Represent the unique interests and concerns of instructional supervisors and curriculum leaders.

- Promote professional growth of individuals engaged in positions as instructional supervisors and curriculum leaders.
- Provide leadership in the development of emerging roles of instructional supervisors and curriculum leaders.
- Build effective relationships with the various “in school” and “out of school” publics.
- Provide an informational network for the purpose of collecting and disseminating information.
- Cooperate with and support the Georgia Association of Educational Leaders (GAEL) to provide maximum services for members.
ORGANIZATIONAL LEADERSHIP

GACIS provides for active involvement and participation among all of its members through its organization for leadership as well as through the various programs and activities it sponsors. This section addresses the organizational structure of GACIS and describes the major responsibilities and duties of its leaders.

Executive Director

The Executive Director shall be the executive officer of GACIS. This individual shall conduct the business of GACIS as prescribed by the constitution and bylaws and a directed by the Board of Directors. The complete job description and evaluation procedures are located in Appendix C.

Specific duties and responsibilities of the Executive Director:

- Maintain records of all meetings of the association and of the Board of Directors.
- Approve all financial transactions.
- Maintain accurate records of all financial transactions.
- Act as custodian of all property of GACIS.
- Conduct regular correspondence and mailings.
- Answer membership requests.
- Prepare agendas for all meetings.
- Represent GACIS through relationships with groups such as the Georgia Department of Education, State Board of Education, Georgia General Assembly, other state education groups, colleges and universities, and non-educational groups.
- Keep current with development affecting the administrative and supervisory role in the state and nation.
- Serve as a resource person in providing materials and information for conferences, meetings, and workshops.
- Attend and report on meetings of state and national associations.
- Work with representatives of other educational organizations in coordinating state and federal legislative activities which met the needs of the membership.
- Publicize association policy positions through news media and other resources.
- Serve as editor of GACIS publications.
• Inform the membership of changes in laws and regulations affecting them.
• Counsel with members related to professional roles, responsibilities, and concerns.
• Keep informed on the actions and concerns of GAEL and its affiliates.
• Implement policy written by the Board of Directors.

Executive Board

The Executive Board may act in lieu of the Board of Directors between Board meetings on all matters except those specifically reserved to the Board in the Bylaws. Executive Board action is required for the expenditure of items not in the adopted budget in excess of $1000.00.

The Executive Board shall consist of:

• President
• President-Elect
• Past President
• Secretary
• Treasurer
• Executive Director (who shall serve without voting)

Board of Directors

The governing body of GACIS shall be the Board of Directors. The Board establishes general policies and procedures for the organization, makes recommendations to the membership as necessary and may, in the execution of the powers granted, delegate certain of its authority and responsibility to the Executive Board and/or the Executive Director.

Actions include:

• Supervision, control, and direction of the affairs of GACIS, its committees, and its publications.
• Determination of policies or changes therein and actively implement these policies or changes.
• Establishment of the financial policies of GACIS and accountability for GACIS assets.
• Responsibility for the interpretation of the bylaws and adopting such rules and regulations for the conduct of business as deemed advisable.
The Board of Directors shall consist of:

- President
- President-Elect
- Past President
- Secretary
- Treasurer
- Parliamentarian
- GACIS District Directors
- Chairperson of Standing Committees
- Executive Director (who shall serve without voting)
- RESA Liaison (ex-officio)
- Georgia Department of Education (ex-officio)
Officers

GACIS elected officers include the President, President-Elect, Past President, Secretary, and Treasurer.

President

The President provides leadership in achieving the objectives and policies of the association. It shall be the duty of the President to preside or to arrange for a presiding officer at all meetings. The President is elected by the membership-at-large to serve a one-year term.

Specific duties and responsibilities of the President:

- Serve as presiding officer at all business sessions.
- Work with Executive Director to prepare agenda for each business meeting.
- Notify the Executive Board and membership of all meetings, general and special.
- Serve as ex-officio member of all committees except Nominating Committee.
- Serve as chairperson of the Executive Board.
- Accept applications, every third year, for the position of Treasurer and provide applications to the Nominating Committee.
- Appoint the parliamentarian.
- Appoint member(s) to Nominating Committee.
- Be knowledgeable and able to interpret policies and procedures, constitution, and by-laws.
- Coordinate activities and involve members in district and state projects.
- Establish two-way communication channels for participating with and reporting to the districts.
- Maintain communication with the Executive Director on GACIS activities and business.
- Attend and report on state, regional, and national professional meetings (schedule permitting).
- Serve as a member of the GAEL Executive Board.
- Perform all other duties of the office or as prescribed by the Board of Directors.
President-Elect

The President-Elect shall succeed to the Presidency. The President-Elect is elected by the members-at-large to serve a one-year term.

Specific duties and responsibilities of the President-Elect:

- Perform duties delegated or assigned by the President or the Board of Directors.
- Perform the duties of the office of President in the event the office is temporarily or permanently vacated.
- Serve as program chairperson.
- Cooperatively work with the Executive Director to plan and coordinate all state conference to achieve the objective of the association.
- Serve as a voting member of the Executive Board.
- Serve as ex-officio member of all committees with the exception of the Nominating Committee.

Past President

The Past President shall hold office for one year after the term as President has expired.

Specific duties and responsibilities of the Past President:

- Support the other officers in an advisory capacity so that continuity is assured.
- Serve as a voting member of the Board of Directors and the Executive Board.

Secretary

The Secretary shall oversee and ensure the proper recording of proceedings of the Board of Directors in addition to GACIS meetings. The Secretary shall also attend to the correspondence of the association. The Secretary is elected by the membership-at-large to serve a two-year term.

Specific duties and responsibilities of the Secretary:

- Send copies of all minutes to the President and Executive Director within two weeks of the adjournment of all business meetings.
- Place all official papers in the permanent file of the association maintained by the Executive Director.
- Perform duties specified by the Board of Directors.
Treasurer

Upon the recommendation of the Nominating Committee and the President and approval by the Board of Directors, the Treasurer is elected to a three-year term by the membership-at-large.

Specific duties and responsibilities of the Treasurer:

- Oversee GACIS funds and financial records.
- Review accounting procedures for GACIS funds.
- Review annual audit by a certified public accountant.
- Disseminate audit findings to the Board of Directors and membership.
- Report on the financial condition of GACIS at all meetings and at other times as called upon by the President.
- Perform duties as specified by the Board of Directors.

Parliamentarian

The President appoints the Parliamentarian annually for a one-year term.

Specific duties and functions of the Parliamentarian:

- Attend all business sessions of GACIS.
OTHER LEADERSHIP

District Directors

GACIS is organized for leadership at the district level in accordance with the RESA districts. Each district selects a director and designs a yearly plan or program to meet its unique needs and interests. See Appendix D for District Organization including school systems in each district.

The leadership of the District Director is an important key in promoting the mission, goals, and purpose of GACIS.

Specific duties and responsibilities of the District Director:

- Preside at all district meetings.
- Facilitate communication with the state officers by attending all GACIS Board of Directors meetings, planning sessions, and orientation workshops.
- Respond promptly to all requests from state officers for special reports and projects.
- Prepare regular communications for the district membership.
- Make provisions for regularly-scheduled programs and meetings.
- Attend and encourage member participation in all GACIS programs and activities.
- Be knowledgeable of and support the GACIS constitution and by-laws.
- Establish procedures for selecting a nominee for the Distinguished Service Award.
- Establish procedures for selecting a nominee for the Flanders Scholarship.
- Make use of the various human and material resources available in GACIS.
GAEL Representatives

The Executive Director, President, and Past President of GACIS serve as the organization’s representatives on the GAEL Board of Directors.

Specific duties and responsibilities of the GAEL Representatives:

- Represent GACIS in all matters of business concerning GACIS and GAEL.
- Serve as a liaison between GACIS and GAEL and its affiliate associations.
- Attend all GAEL Board of Directors meetings.
- Report to the GACIS Board of Directors and membership on actions of the GAEL Board.

RESA Liaison

The RESA Liaison serves as a link between the GACIS organization and the statewide network of RESAs. This position is recommended by the Nominating Committee, approved by the Board of Directors, and serves as an ex-officio, non-voting member. The RESA Liaison may be reappointed for a maximum of three, one-year terms.

Specific duties and functions of the RESA Liaison:

- Attend all Board of Director and business meetings of GACIS.
- Promote communication, involvement, and participation between GACIS and the statewide RESA network at local and state levels.

Georgia Department of Education Liaison

The Georgia Department of Education (GaDOE) Liaison serves as a link between GACIS and the GaDOE to promote and support the objective of GACIS. This individual is appointed by the GaDOE leadership as well as the GACIS Executive Director and serves as an ex-officio, non-voting member.
STANDING COMMITTEES

GACIS Standing Committees are Legislative, Membership, and Nominating. The Chairpersons of Standing Committees shall serve on the Board of Directors.

Legislative Committee

The Legislative Committee shall be composed of a chairperson appointed by the President and two representatives appointed by the Nominating Committee. The Legislative Chairperson shall serve a three-year term on the Board of Directors and the GAEL Legislative Committee.

Specific duties and function of the Legislative Committee:

- Study current needs of education.
- Develop and recommend a legislative program and priorities for approval by the Board of Directors.
- Work closely with the Executive Director, President, and Executive Board.
- Assist in the dissemination of legislative information to the Legislative Committee, GACIS Board of Directors, GACIS members, and GAEL Legislative Committee.
- Conduct a program of support for desirable legislation.
- Serve as a channel of communication and information concerning educational legislation at the local, state, and national levels.
- Represent GACIS during the General Assembly.
- Coordinate GACIS legislative goals and priorities with GAEL legislative goals and priorities.
- Promote the GACIS mission, beliefs, and goals.
Membership Committee

The Membership Committee shall seek to increase membership in GACIS. Committee members are elected by the membership-at-large to serve three-year terms. Each year, one member rotates off after the third year of service and a new committee member is elected. The membership chairperson is the committee member who is serving during the third year of service on the committee. The members are recommended by the Nominating Committee, approved by the Board of Directors, and elected by the membership to serve three-year terms.

Specific duties and function of the Chairperson:

- Serve on the Board of Directors.
- Work closely with the Executive Director, President, and Executive Board.
- Present a plan to the Executive Board for increasing membership.
- Develop and promote activities designed to increase and enhance membership in GACIS.

Specific duties and responsibilities of the Committee members:

- Promote membership in GACIS.
- Increase and improve benefits and services to the members.
- Assist with membership recognition and hospitality at conferences and other activities.
- Serve as ambassadors for GACIS.
- Cooperatively work with other committees and officers to support and expand membership.
- Actively recruit new members.
Nominating Committee

The Nominating Committee shall be composed of three members. Nominating Committee members are appointed by the President. The nominating chairperson is the committee member who is serving during the third year of service on the committee.

Specific duties and responsibilities of the Nominating Committee:

- Nominate the officers of the association.
- Present the list of all nominees to the membership at the GAEL Winter Conference for installation at the GAEL Summer Conference.
- Reconvene, as needed, to fill any vacancy.
AWARDS AND SPECIAL COMMITTEES

Distinguished Service Award Committee

The Distinguished Service Award Committee shall consist of the President and the immediate two past recipients of the Distinguished Service Award. The chairperson shall be the previous year’s recipient. The committee will honor the recipient with a plaque and $1000.00 to be used in any manner that the recipient desires. Recipient selection criteria are located in Appendix A. The application and other forms are located on the GACIS website.

Flanders Scholarship Committee

The Flanders Scholarship Committee shall consist of the GACIS Treasurer, the previous year’s recipient(s), and the President. The chairperson shall be the previous year’s recipient. If there is more than one (previous year) recipient, the President will appoint one of the recipients to serve as chairperson. The committee will award a $1000.00 scholarship annually to one or more recipients; however, the total amount awarded in any year is not to exceed $1000.00. Recipient selection criteria are located in Appendix B. The application and other forms are located on the GACIS website.

Special Committees

Special committees may be designated to carry out the needs and functions of the organization. The Executive Board shall recommend members, duties, and terms of service of special committees for approval by the Board of Directors.
CONFERENCES

Fall Conference

The Fall Conference provides an opportunity to learn from and interact with national speakers, local education practitioners, and to network with colleagues. Corporate sponsors and vendors display the latest products for teaching and learning. The Distinguished Service Award and the Flanders Scholarship are presented. A Board of Directors Meeting and a General Business Meeting are held to conduct the business of the association.

Winter Conference

The Winter Conference provides members an opportunity to connect research recommendations, strategies, and best practices to improve instruction. Working with recognized experts in the field of curriculum and supervision, GACIS members explore new ideas, resources, strategies, and skills to inform teaching practices and to benefit students. A Board of Directors Meeting is held to conduct the business of the association.

Summer Conference

The Summer Conference is held in conjunction with the GAEL Summer Conference. Working collaboratively with GAEL and the seven affiliates provides numerous opportunities for members to hear national speakers, representatives from a variety of education agencies, and colleagues. The installation of officers is held during the conference.
Appendix A
DISTINGUISHED SERVICE AWARD
For Supervision of Instruction

Recipient Selection Criteria

One of the most coveted honors in GACIS is the Distinguished Service Award for Supervision of Instruction. Established in 1971, the Distinguished Service Award is presented to an educational leader in Georgia public education for significant contributions in instructional supervision during the preceding year. Guidelines for eligibility, criteria for selection, procedures for nomination and selection at the district and state levels were adopted by GACIS on September 26, 1979. The forms and application are located at www.gacis.org.

Award

The award shall consist of a plaque inscribed with the name of the award, the recipient’s name, the year of the award, and the name of the association making the award. In addition to the plaque, the recipient shall receive a check for $1000.00 to be used in any manner the recipient desires.

Eligibility

Any GACIS member who serves in an instructional leadership position in Georgia public education is eligible for the award if he/she meets the following qualifications:

- Instructional leadership certification at the fifth-year level or beyond
- Full-time employment in an instructional leadership position in Georgia public education
- Five years’ experience in an instructional leadership position in Georgia public education
- Current membership in
  - GACIS
  - District GACIS organization
  - GAEL
  - National Association of Supervision and Curriculum Development and/or other national associations related to areas of specialization
- Not a former recipient of the Distinguished Service Award at the state level.
Criteria

Selection of the recipient shall be based on distinguished service in the area of instructional leadership at the local, district, region, state, and national levels. The service rendered shall be judged as performed primarily for improvement of instruction.

Procedures for Nomination and Selection

Each GACIS district may nominate one prospective candidate each year for the Distinguished Service Award. The recipient of the award shall be selected from the candidates named by the district. Specific procedures to be used in the nomination and selection on the district and state levels are as follows.

District Level

Candidates may be nominated for the award by instructional leaders at the district level. Supporting data shall be provided as indicated on the application form.

Nominations may be submitted to the state selection committee no later than June 30th each year. (Procedures for selection and recognition of nominees at district level may be determined by each district.)

State Level

A state selection committee of three persons, consisting of the Executive Director, President, and the immediate past recipient of the Distinguished Service Award shall consider the nominations made from each district and shall select the winner of the award. Should one of the three designated persons be unable to serve, the third past immediate award recipient shall serve. The immediate past recipient shall serve as chairperson and present the award.

The Executive Director shall arrange for the preparation and presentation of the Distinguished Service Award at the Fall Conference. Only the winner will be recognized at the Annual Fall Conference.
Appendix B
THE FLANDERS SCHOLARSHIP

Recipient Selection Criteria

The Flanders Scholarship was established in 1995 to honor Dr. Robert Flanders who served as GACIS treasurer from 1970 to 1995. During these years, he was an outstanding steward of the organization’s money.

Award

The official title of the award is The Flanders Scholarship. The $1000.00 award is given annually to one or more recipient(s). The number of recipients and the amount of each award, not to exceed $1000.00, are left to the discretion of the Flanders Scholarship Committee. The award presentation is made at the Fall Conference by the chairperson of the committee.

Eligibility

The award goes to a member of GACIS who is pursuing a higher degree in the area of Educational Leadership or Curriculum and Instruction and must be used by the recipient to pay expenses incurred for tuition or books while pursuing that higher degree. In order to apply for the award, the individual must meet the following qualifications:

- Must have been a GACIS member for the previous two years
- Must hold current membership in
  - GACIS
  - GAEL
- Must be enrolled in an accredited college or university pursuing a higher degree in educational leadership or curriculum and instruction.

Criteria

The following criteria will be considered:

- The contributions the applicant has made to GACIS at the district and state levels.
- The contributions the applicant has made to education in general.
- The applicant’s financial and/or professional need for the scholarship.
- The applicant’s professional goals and personal educational beliefs.
- The applicant’s interest and participation in instructional improvement, his/her character, and leadership.

The completed application should be no more than five pages, including the application and letters of support.

State Level

A state selection committee of three persons consisting of the President, the Treasurer, and the immediate past recipient of the Flanders Scholarship shall consider the nominations made from each district and shall select the winner of the award. Should one of the three designated persons be unable to serve, the second past immediate award recipient shall serve. The immediate past recipient shall serve as chairperson and present the award.

Procedures

Each GACIS district is asked to nominate a candidate for the award each year. Applications are due to the Executive Director by June 30th, and will be sent to the Flanders Scholarship Committee chairperson. The chairperson will distribute copies of the applications to members of the committee for review. The recipient will be recognized at the Fall Conference.
Appendix C
EXECUTIVE DIRECTOR

Job Description, Procedures, and Evaluation

The Executive Director shall be the executive officer of the association. The Executive Director shall conduct the business of the association as prescribed by the Constitution and By-Laws and as directed by the Board of Directors.

Qualifications

- Works effectively with the public, the education community, and local and state government officials.
- Demonstrates ability in the field of education administration and instructional supervision.
- Speaks effectively.
- Organizes programs for groups of people.
- Accepts and delegates responsibility and authority.
- Demonstrates good judgment.
- Exhibits knowledge of major issues in educational administration.
- Exhibits a philosophy of education that aligns with the mission, beliefs, and goals of GACIS.
- Demonstrates the ability to work independently and be self-motivated.

Primary Duties and Responsibilities

- Represents the organization through positive relationships with external stakeholder groups, such as the Georgia Department of Education, the State Board of Education, the Georgia General Assembly, other state education groups, colleges and universities, and non-educational groups.
- Communicates clearly and effectively with members and external stakeholders
- Promotes membership in GACIS and counsels with members on professional roles, responsibilities, and concerns.
- Publicizes association policy positions through news media and other resources.
- Prepares agendas and maintains records of all meetings of GACIS and the Board of Directors.
Compensation and Benefits

The salary and benefits of the Executive Director shall be established annually by the Board of Directors, upon the recommendation of the Executive Board. GACIS shall support the membership of the Executive Director in professional organizations.

Evaluation of the Executive Director

The Executive Board shall evaluate the performance of the Executive Director at least once annually. The method of evaluation shall be agreed upon by the Executive Director and the Executive Board. The findings of the evaluation shall be reported to the Board of Directors. The Executive Director shall provide quarterly reports of activities to the Board of Directors.
Recruitment and Appointment of Executive Director

The Executive Director shall be the executive officer of GACIS and shall be directly responsible to the Board of Directors for the administration of the association. The Board of Directors shall vest in the Executive Director the necessary authority and provide the Executive Director with appropriate personnel to carry out such administration. The Board of Directors shall appoint an Executive Director.

Vacancy of the Executive Director

In the event of vacancy of the Executive Director position, a Search Committee shall advertise, receive applications, screen and interview, and subsequently present the name of its nominee for Executive Director to the GACIS Board of Directors for consideration.

A Search Committee shall be formed composed of members in the following positions of GACIS:

- President
- President-Elect
- Two most recent Past Presidents
- Treasurer

If, for any reason, any person serving in a position above is no longer representing the association, the Board of Directors may reaffirm that person or may name another person who can currently and appropriately serve on the Search Committee.

Resignation of the Executive Director

The Executive Director shall provide the President of GACIS with thirty (30) days’ notice of resignation.

The Executive Director shall work with the officers and the newly appointed Executive Director in such a way as to make a smooth transition of duties and responsibilities.

The Executive Director shall be compensated for accumulated, unused leave when employment terminates with GACIS, computed at a daily rate of pay multiplied by the number of unused days accumulated. Accumulation of leave shall be limited to thirty (30) days.
GACIS EXECUTIVE DIRECTOR

Evaluation Form

<table>
<thead>
<tr>
<th>E – Exceeds Expectations</th>
<th>S – Satisfactory</th>
<th>U - Unsatisfactory</th>
</tr>
</thead>
</table>

I. Managerial Responsibilities

1. Maintains office   
2. Conducts regular correspondence and mailings   
3. Maintains records: financial, membership, proceedings   
4. Responds to membership requests   
5. Maintains appropriate relationships with other professional organizations   
6. Plans and conducts conferences and other activities   
7. Manages finances in accordance with prescribed accounting procedures   
8. Secures annual audit of financial records   
9. Prepares budget   
10. Prepares board meeting agendas   
11. Notifies board of meetings; attends board meetings   
12. Acts as appropriate spokesperson for Association   
13. Maintains appropriate communications with board   
14. Works to increase membership   
15. Performs duties as specified in Constitution and Bylaws

II. Professional Responsibilities

1. Keeps current with educational developments   
2. Provides workshops on appropriate topics   
3. Provides information and assistance to respective members
4. Serves as resource for state agencies and organizations

5. Represents the Association at a variety of meetings and activities and reports to members and Board of Directors

6. Represents the Association before the General Assembly, State Board and other entities

7. Maintains contact with educational organizations in other states and nationally

8. Attends meetings of GACIS and GAEL

III. Public Relations Responsibilities

1. Publicizes GACIS through a variety of sources

2. Speaks at a variety of venues

IV. Publications Responsibilities

1. Serves as an editor of GACIS publications

2. Maintains website

V. Special Services Responsibilities

1. Consults legal counsel and other resources as appropriate

2. Informs Board of changes in law, policies, court decisions, and other affecting members

3. Counsels with members on professional responsibilities and legal issues

VI. Performance and Evaluation Responsibilities

1. Executive Director is bonded

2. Serves in accordance with contract

3. Works with Board and Executive Committee in evaluation of job performance
# Evaluation of the Executive Director

## Summary

<table>
<thead>
<tr>
<th>Section</th>
<th>E</th>
<th>S</th>
<th>U</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Managerial Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Professional Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Public Relations Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Publications Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V. Special Services Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VI. Performance and Evaluation Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Comments:

---

Signature ____________________________ Date ____________________________
Appendix D
GACIS DISTRICT ORGANIZATION

GACIS district membership is comprised of personnel from the educational entities in each of the counties listed under the district designation.

District One  
Pioneer RESA

Banks, Dawson, Fannin, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, White, Gainesville City

District Two  
Northeast Georgia RESA

Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe, Walton, Commerce City, Jefferson City, Social Circle City

District Three  
Central Savannah River Area RESA

Burke, Columbia, Emanuel, Glascock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Taliaferro, Warren, Wilkes

District Four  
Oconee RESA

Baldwin, Hancock, Jasper, Johnson, Putnam, Washington, Wilkinson

District Five  
Heart of Georgia RESA

Bleckley, Dodge, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, Wilcox, Dublin City

District Six  
First District RESA

Appling, Bryan, Bulloch, Camden, Candler, Chatham, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Screven, Tattnall, Toombs, Wayne, Vidalia City

District Seven  
Okefenokee RESA

Atkinson, Bacon, Brantley, Charlton, Clinch, Coffee, Pierce, Ware

District Eight  
Coastal Plain RESA

Ben Hill, Berrien, Brooks, Colquitt, Cook Echols, Irwin, Lanier, Lowndes, Tift, Turner
District Nine  Southwest Georgia RESA

Baker, Calhoun, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, Worth, Pelham City, Thomasville City

District Ten  Chattahoochee-Flint RESA

Chattahoochee, Clay, Crisp, Dooly, Macon, Marion, Muscogee, Quitman, Randolph, Schley, Stewart, Sumter, Talbot, Taylor, Webster

District Eleven  Middle Georgia RESA

Bibb, Crawford, Georgia Academy Blind, Houston, Jones, Monroe, Peach, Twiggs

District Twelve  Griffin RESA

Butts, Fayette, Henry, Lamar, Newton, Pike, Spalding, Upson

District Thirteen  West Georgia RESA

Carroll, Coweta, Harris, Heard, Meriwether, Troup, Carrollton City

District Fourteen  Metro RESA

Atlanta School Deaf, Clayton, Cobb, DeKalb, Douglas, Forsyth, Fulton, Gwinnett, Rockdale, Atlanta City, Buford City, Decatur City, Marietta City

District Fifteen  Northwest Georgia RESA

Bartow, Catoosa, Cave Springs, Chattooga, Dade, Dalton City, Floyd, Gordon, Haralson, Paulding, Polk, Walker, Bremen City, Calhoun City, Cartersville City, Chickamauga City, Rome City, Trion City

District Sixteen  North Georgia RESA

Cherokee, Gilmer, Murray, Pickens, Whitfield
Appendix E
APPENDIX E

Official Requirements for GAEL President Representing GACIS

(Bylaws Article 1.5)

Qualifications

The applicant must

- have been a member of GACIS and GAEL for a minimum of the immediate past three years.
- have been a full-time employee for a minimum of two years in his/her current school district.
- possess an exemplary record of service to the profession of educational leadership.
- exhibit leadership characteristics that are considered a positive role model for others.
- make a commitment to be employed full-time in a K-12 public school system in Georgia in a supervisory, coordinating, or consulting position directly related to the improvement of instruction and curriculum development for a minimum of three years from the date of being named as the GAEL Treasurer. In the event of unforeseen circumstances and the nominee cannot meet this commitment, the Board of Directors may name another GACIS member to fill or complete the term(s) as GAEL Treasurer, GAEL President-Elect, and/or GAEL President.
- make a four-year commitment to devote the time and leadership to serve as the GAEL Treasurer, President-Elect, GAEL President, and GAEL Past-President.
- have the support of his/her superintendent and immediate supervisor.

Selection Criteria*

- Service/involvement in GACIS and GAEL 20 points
- Demonstrated leadership and management skills 20 points
- Experience and skills to lead a state-wide organization 20 points
- Contributions to the educational leadership profession 20 points
- Membership in professional education organizations 10 points
- Community involvement (list in vita) 10 points
Additional Requirements

- The applicant’s direct supervisor and superintendent must be notified, approve and support the application and the applicant’s time commitment if selected.

- To be considered, the complete application placket shall include:
  - the completed application form;
  - *a summary of activities related to the Selection Criteria (maximum three pages);
  - a vita of professional career that includes as a minimum educational preparation, employment history, lists of membership in professional and community organizations, awards and special recognitions (maximum three pages).

Deadline

The application packer must be emailed, postmarked, or faxed to the address and by the deadline set by the Executive Director.

The Nominating Committee will review, evaluate, and rank all applications. The Chairman of the Nominating Committee shall submit the names of all applicants and the name of the person being recommended to serve as the GAEL Treasurer to the Board of Directors for approval. (By-Laws Article 9.5).
• Approves and maintains records of all financial transactions and acts as custodian of all property.
• Conducts the regular correspondence and mailings of the association.
• Keeps current with state and national developments affecting curriculum, instruction and assessment trends.
• Keeps membership informed concerning timely and relevant issues of state and national importance.
• Serves as a resource person in providing materials and information for conferences, meetings, and workshops.
• Works with representatives of other educational organizations in coordinating state and federal legislative activities which meet the needs of the membership.
• Supports the development of annual legislative priorities for the organization.
• Keeps informed on the actions and concerns of GAEL and its affiliates.
• Implements programs and policy formulated by the Board of Directors.
• Serves as the organization’s official spokesperson.
• Leads the organization’s sponsorship and corporate partners activities.
• Develops an annual budget for approval by the Board, approves all transactions, reviews and analyzes monthly financial statements.
• Oversees tax, audits, insurance, incorporation, and legal matters.
• Negotiates and executes contracts.
• Secures national experts for speakers, plans and coordinates all facets of GACIS conferences and professional learning activities, and oversees the production of the event program.
• Maintains the GACIS Website and social media platforms.

Terms of Employment

The Executive Director is employed for 150 days from July 1st to June 30th at a salary to be determined by the Board of Directors. A multi-year contract, not to exceed three years, may be offered upon majority vote of the Board of Directors.
# APPLICATION TO SERVE AS GAEL PRESIDENT

<table>
<thead>
<tr>
<th>Name:</th>
<th>School System:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>E-mail Address:</td>
</tr>
<tr>
<td>Work Address:</td>
<td>Home Address:</td>
</tr>
<tr>
<td>Work Phone:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Cell Phone (optional):</td>
</tr>
<tr>
<td>Number of years in Education:</td>
<td>Have you been a member for 3+ years in GACIS? GAEL?</td>
</tr>
<tr>
<td>Total number of years as a member of GACIS:</td>
<td>List other GAEL affiliate(s) and number of years:</td>
</tr>
<tr>
<td>GAEL:</td>
<td></td>
</tr>
</tbody>
</table>

*I am aware of and support this application and the time commitment involved if the applicant is selected.*

<table>
<thead>
<tr>
<th>Supervisor’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent’s Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Applicant’s Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Attach: 1) a three-page (maximum) summary addressing each of the Selection Criteria items listed in the *Official Requirements for GAEL President Representing GACIS*; 2) a vita (three-page maximum) of professional career that includes (at a minimum) educational preparation, employment history, membership in professional and community organizations, and awards and special recognitions.