

Council for Exception Children

Teacher Education Division

Report of: **Executive Director**

Date: March 15, 2008

From: Karen S. Voytecki

Term: Ongoing

Goals

1. Work with Treasurer and Audit Committee to develop structures and processes to ensure greater financial control and stability of our organization.
2. Work with Board members to prepare for TED meetings, events, and conferences.
3. Assist all Board Members, Committee Chairs, and support personnel to allow continuity of activities and to assist individuals transitioning to new roles.

Accomplishments:

1. Maintained ongoing communication with Executive Board Members and Committee Chairs.
2. Maintained updated Board member contact information.
3. Maintained TED Liability Insurance.
4. Assisted 2007 TED Conference Co-Chairs with onsite registration deposits, invoice payments, and hotel transactions.
5. Hired and worked with a Certified Public Accountant to file the necessary tax forms for TED's independent contractors and tax filings.
6. Assisted President with preparations for the Board and Business meetings at the 2008 CEC Annual Convention and Expo in Boston, Massachusetts.
7. Worked with the Chair of the inaugural TED Audit Committee to assert its charge and prepare for the first committee meeting.
8. Transitioned signer access for all TED bank accounts to reflect the 2008 TED Board and Conference Chairperson.
9. Completed meeting room reservation requests, including food and beverage needs, for all TED meetings and events at the 2008 CEC Annual Convention and Expo.
10. Assisted TED Student Representatives with details for the Kaleidoscope session at the 2008 CEC Annual Convention and Expo.
11. Maintained communication with CEC administrators at CEC Headquarters to discuss needs of TED and CEC.
12. Coordinated communication with TED membership via TED-Announce, which is a TED member listserv that is updated monthly.
13. Coordinated communication with TED Board Members via the Board listserv, which is administered by the Secretary.
14. Assisted Past President with award process.

15. Assisted Past President with reviewing proposed revisions to the TED Constitution and By-Laws.
16. Responded to Board Members' various questions and requests via email, telephone calls, and written documents.
17. Managed TED Member questions and concerns by directly responding to the issue(s) and/or by referring the person to the appropriate resource.
18. Contributed TED input to *CEC Today*.
19. Completed Division paperwork for CEC Headquarters.
20. Worked with Treasurer to continue our membership with the Consortium for Citizens with Disabilities (CCD).
21. Solicited articles from Executive Board Members and Committee Chairs for the Winter edition of *TEDLines*.
22. As Newsletter Editor, published the Winter edition of *TEDLines*.

Action Items:

1. Assist Past President with TED Board nominations and election process.
2. Assist President Elect with revisions to the TED Strategic Plan.
3. Assist Treasurer with structuring financial responsibilities and oversight processes.