ICHE Special Needs Coordinator

Purpose: To provide assistance and resources for parents of special and struggling learners

Reports to: Conference Committee Chairman

Works with: Conference Committee

Compensation: Volunteer Position

Responsibilities:

Correspondence:

- Respond to incoming special needs phone calls and emails.
- Check with the board if you wish to do any mass mailing/E-mails.

Resource Databases and Directories:

- Maintain/update directory of trusted parent resources.
- Maintain/update database of professional resources.
- Maintain/update Special Needs Information Packet.
- Maintain/update resource database for specific disabilities.

ICHE Website:

- Ensure all special needs website links are current and updated.
- Ensure all articles on website are current and updated.
- Submit new website links and articles for inclusion on the ICHE website.

Speaking Opportunities:

- Be available to speak at support group meetings and other functions.

Annual Leadership Conference Banquet:

- Attend as ICHE's guest in the role of the special needs representative.

Responsibilities at the ICHE State Conference:

Costs/Accommodations:

- Registration for the convention will be done through the office (fees will be waived by ICHE).

- As ICHE's guest, a hotel or onsite room (to be determined by ICHE) will be provided for you and your family Wednesday through Friday.

Speakers:

- Find approved SN speakers for the conference. Check with committee chairman for final approval.
- Check with committee chairman to be sure the fees have not changed.
  ICHE currently provides:
  - $75 honorarium the first time each workshop is presented
  - $50 for presenting a workshop a second time
  - Transportation to and from the conference (If flying, ICHE requests the speaker schedule early enough to get good rates.)
  - One hotel room
  - Meals
  - Vendor table in the exhibitor hall
- Secure from speaker and E-mail to the conference committee: a photo, bio, and workshop descriptions for the convention magazine/brochure. Check with the office regarding due dates each year.
- Secure and send to the conference committee workshop handouts for the convention booklet.

Wednesday Night before Conference:

- Attend the Wednesday night speakers' banquet.
- Welcome the SN speaker(s) and introduce them to the leadership.
- Check for any needs speaker(s) may have.
- If the speaker flies in, check on transportation to and from the conference site from hotel.
- Attend tour of facilities with speaker (or give own tour if none is scheduled).

Workshops During Conference:

- Attend all SN workshops.
- Make sure speaker has everything he needs (water, dry erase markers, a/v, etc.).
- If SN handouts are separate from convention brochure, pass out to workshop attendees.
- If needed, make announcements and introduce the speaker.
- If needed, find seating for latecomers.
- Record attendance at each workshop; keep copy for future reference and pass on to the office.
- Handle any problems/issues that arise during workshops.
- Ensure that speaker is released from attendees' questions with time and energy to get to the next workshop and make sure that he/she takes time to eat.

Speaker Table(s) During Conference:

- Make sure speaker vendor table is set up properly and running smoothly.
- Solve issues as needed.

Oasis During Conference:

- Help find SN volunteers for the Oasis (individuals that you know and whose counsel you trust).
- Update SN resource binder and make available at the Oasis.

Other ICHE Functions:

May attend any other ICHE-sponsored functions by paying just the non-ICHE fees

Timeline/Schedule of Tasks:

Months	Tasks
Throughout the year	• Research potential speakers • Maintain/update ICHE special needs web pages • Be available to speak at support group meetings and other functions • Maintain/update resource databases and directories • Attend ICHE functions as SN/SL Coordinator
Weekly	• Respond to phone calls and emails regarding special needs
May-August	• Secure commitment of speaker(s) for special needs portion of next year's convention
August through the following convention	• Maintain contact with speakers, handle any issues, etc.
November	• Submit speaker picture, bio, and workshop descriptions to convention committee
February/March	• Secure speaker workshop handouts; forward to convention committee • Make sure speakers have submitted all necessary paperwork (handouts, picture, bio, speaker contract, etc.)
April/May	• Determine speakers' a/v needs; communicate these to a/v coordinator • Determine if speakers need volunteers at their tables, etc., and make request to volunteer coordinator • Submit names and volunteer schedules of Oasis volunteers to Oasis coordinators • Update special needs reference binder (Oasis copy) • Attend conference planning meeting
June	• Attend convention • Manage all special needs workshops, speaker needs, etc. • Make special needs reference binder available at Oasis • If available, assist in Oasis
June (post Conference)	• Submit post conference report to ICHE Office, conference feedback, issues, attendance, etc. • Attend post-conference meeting if one is schedule.