

Charges for the Hearing Officer Committee Chair, 2025-2026

1. Shall communicate with all members of the committee on a frequent basis to obtain input regarding issues that are of a concern to Disability Hearing Officers and shall share this information with the NADE President.
2. Shall plan and serve as moderator for a break-out session for Disability Hearing Officers at the annual national training conference.
3. Shall prepare an article for the winter Advocate that outlines the functions of this committee and encourages member input.
4. Shall work with the members of the committee and the NADE President to determine the most appropriate manner to address concerns and issues of Disability Hearing Officers.
5. Shall report to the mid-year Board meeting and the annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.
6. Shall inform committee members of the committee duties and keep them informed of progress in fulfilling those duties.
7. Shall moderate and participate in the Hearing Officer's online forum at NADE.org.
8. Shall mentor their successor in this role.
9. Shall send copies of all correspondence to the NADE President and President-elect.
10. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.