

## **Charges for the National Disability Professionals Week Committee Chair, 2025-2026**

1. Shall work with the CCP Chair to disseminate ideas to all chapters, regarding the celebration of National Disability Professionals Week (NDPW).
2. Shall assist chapters in putting together information for the Governor's press office to obtain recognition of NDPW, as requested.
3. Shall prepare an article for the spring *Advocate* promoting the celebration of NDPW which will include a roster of committee members who may be contacted for information/assistance.
4. Shall request from all Regional Directors information about how NDPW was celebrated in that region. Shall prepare an article for the fall *Advocate* highlighting the various Chapter celebrations submitted.
5. Shall coordinate the NDPW contest and be responsible for presenting the awards to the winners of the NDPW contest.
6. 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.
7. Shall inform committee members of the committee duties and keep them informed of progress in fulfilling those duties.
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.