



CERTIFICATION ACTIVITIES CHECKLIST

In order to become TCDA Certified, a local board member must complete the four required workshops, one elective workshop, along with two required activities and eight selected activities from the checklist provided below.

When all activities have been completed, please sign and submit this check list by either:
Email ashimandle@tcsq.edu or Mail: Technical College Directors Association of Georgia, Inc.
1800 Century Place NE -Suite 275 Atlanta, Georgia 30345

Thank you for your participation and support in this process.

Print Name: _____ Technical College: _____
I have completed all of the activities as defined below:

Signature _____ Date _____

Required Activities: *(Please provide dates you completed these required activities)*

- _____ Attend New Board Member Orientation/Governance of Technical Colleges Workshop
- _____ Attend Community Advocacy Workshop
- _____ Attend Building Relationships with Elected Officials Workshop
- _____ Attend Budgeting and Financial Management Workshop
- _____ Attend Elective Workshop please name _____
- _____ Read the Statewide Handbook for Local College Board Members
- _____ Visit at least one class session being taught by the technical college

Selected Activities: *(Please choose 8 check all that apply)*

- _____ Attend at least 80% of Local Board meetings in the last year
- _____ Go on a tour of the technical college conducted by the President or a Vice President
- _____ Attend at least one graduation of the technical college
- _____ Speak to one outside group about the technical college
Name of group: _____
- _____ Complete a "Do You Know" information sheet about the technical college
- _____ Visit a Local Board meeting at another technical college
- _____ Attend at least one TCSG State Board meeting
- _____ Meet and/or talk with a TCSG State Board representative
Name of State Board representative: _____
- _____ Attend at least one TCSG Leadership Conference/TCDA Annual Meeting
- _____ Represent the technical college in collaborative efforts with other groups or with the media
- _____ Serve as a TCDA workshop leader or committee member
- _____ Obtain an organizational chart for the technical college