

ARA POLICIES & PROCEDURES MANUAL

ARA MISSION STATEMENT

The Arkansas Reading Association, an affiliate of the International Reading Association, is a professional organization of individuals, institutions, and councils dedicated to promoting reading and developing literacy.

CONSTITUTION AND BYLAWS

CONSTITUTION AND BYLAWS

ARKANSAS READING ASSOCIATION

an affiliate of the

INTERNATIONAL READING ASSOCIATION

ARTICLE I: NAME

The name of this organization shall be the Arkansas Reading Association, an affiliate of the International Reading Association.

ARTICLE II: PURPOSES

The purposes of this association shall be:

1. To encourage the study of reading instruction at all educational levels throughout all Arkansas.
2. To study the various factors that influence progress in reading.
3. To disseminate to the various local councils knowledge regarding trends, research, and new developments in the teaching of reading.
4. To stimulate and promote research in developmental, creative, corrective, and remedial reading.
5. To assist in the development of more adequate teacher training programs.
6. To promote mutual understanding and cooperative work concerning reading among educators at all levels.
7. To sponsor the organization of new councils in areas not now adequately served by the International Reading Association.
8. To sponsor an annual reading conference, supported by the various local councils, with special emphasis upon improving professional standards in the teaching of reading and related language arts.

ARTICLE III: MEMBERSHIP

SECTION 1: Eligibility

The membership of the Arkansas Reading Association shall consist of all members in good standing of local councils of the International Reading Association in Arkansas. Members who live in areas where there is no local council may join the Arkansas Reading Association.

Section 2: Dues

Each council shall contribute \$10.00 per member annually to the support of the Arkansas Reading Association.

ARTICLE IV: OFFICERS

Section 1: Officers

1. The elected officers shall be a President, President-elect, Vice President, Recording Secretary, Treasurer, Parliamentarian, and Historian.
2. Any person who is a member in good standing of the International Reading Association, is a member of the local IRA council, and has served as a local president, shall be eligible to hold the office of President, President-elect, or Vice President of the Arkansas Reading Association.
3. Any person who is a member in good standing of the international Reading Association and a member of a local IRA council, shall be eligible to hold the office of Recording Secretary, Treasurer, Parliamentarian, or Historian of the Arkansas Reading Association.

Section 2: Term of Office

1. The term of office of each officer shall be one fiscal year. The Treasurer may serve three successive terms.
2. At the expiration of the Vice President's term of office, he/she shall become the President-elect for a period of one year.
3. At the expiration of the President-elect's term of office, he/she shall become the President for a period of one year.

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4. At the expiration of the President's term of office, he/she shall become the Past President for a period of one year.

Section 3: Election and Installation of State Officers

1. A call for nominations will be made by the nominating committee. The nominating committee will then present a slate of officers. Ballots will be mailed to each member of the Delegates' Assembly no later than March 10th and returned to the nominating committee no later than March 25th for a vote count. A majority of the votes cast shall be necessary for election.
2. Each officer shall assume the duties of the office at the beginning of the new fiscal year following election.
3. The fiscal year shall begin July 1 and end June 30.
4. Installation of officers shall be the first order of business at the annual Summer Leadership Workshop. All records will be transferred to the incoming officers no later than the Summer Leadership Workshop.

Section 4: Duties of the President

The President shall act as executive officer of the Arkansas Reading Association and shall preside at meetings of the Delegates' Assembly. The President shall: (1) act ex officio as chairman of the Executive Board; (2) call and preside at all meetings of the Executive Board; (3) carry out such duties as the Executive Board shall assign; (4) as newly installed President, shall assist the State Coordinator at the annual Summer Leadership Workshop; (5) appoint vacant standing committee chairpersons; and, (6) appoint other committees and chairpersons as needed.

Section 5: Duties of the President-elect

The President-elect shall: (1) serve as conference chairman; (2) assume and perform the duties of the President in the event of absence or incapacity of the President; (3) become President immediately and serve the unexpired portion of the President's term, should the office of President become vacant; and (4) fulfill such duties as are assigned by the Executive Board.

Section 6: Duties of the Vice President

The Vice President shall: (1) assist the President-elect with the fall conference; (2) become President-elect immediately and serve the unexpired portion of the

President-elect's term, should the office of President-elect become vacant; (3) chair the Administrator in Reading Award and, (4) fulfill such duties as assigned by the Executive Board.

Section 7: Duties of the Recording Secretary

The Recording Secretary shall: (1) execute the duties essential to the recording of all business and happenings at all general meetings and all meetings of the Executive Board; (2) keep a permanent book of the minutes of all meetings; (3) furnish a copy of such minutes to all members of the Executive Board and Delegates' Assembly; and, (4) at the end of each fiscal year, copies of the minutes shall be recorded with the State Coordinator to become a part of the permanent file.

Section 8: Duties of the Treasurer

The Treasurer shall: (1) have custody of the funds of the Arkansas Reading Association; (2) deposit said funds in the bank as directed by the Executive Board in the name of the Arkansas Reading Association; (3) sign checks for the disbursement of funds in the name of the Arkansas Reading Association; (4) be responsible for fiscal matters at the Annual Conference; and (5) maintain an accurate record of the money received and money disbursed on a favorable annual audit.

Section 9: Duties of the Historian

The Historian shall keep all items concerning activities of the Arkansas Reading Association. This collection will include all publicity which would be of historical value to the Association. The Historian will be in charge of setting up a display relating to the history of the Arkansas Reading Association at the fall conference.

Section 10: Duties of the Parliamentarian

The Parliamentarian shall act as advisor to the Executive Board and to the Delegates' Assembly in matters pertaining to interpretation of the Constitution and to parliamentary usage as found in *Robert's Rules of Order*.

Section 11: Duties of the Membership Director

The Membership Director shall: (1) be chairman of the membership committee of the state association; (2) keep membership records updated; (3) maintain a current statewide mailing list; (4) actively encourage membership in the Arkansas Reading Association and the International Reading Association; (5) work in cooperation with the State Coordinator; (6) be in charge

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of the membership booth at the State Conference; and (7) serve as ex officio member of the Executive Board.

Section 12: Interim Replacement of Officers

In the event of a vacancy of an office of the Arkansas Reading Association other than that of President, that vacancy shall be filled by the Executive Board until the next regular election.

ARTICLE V: EXECUTIVE BOARD

Section 1: Membership

The membership of the Executive Board shall include the elected officers of the Arkansas Reading Association, the immediate Past President, the State Coordinator, and the Director of Membership (ex officio).

Section 2: Duties

1. The Executive Board shall exercise supervision and control over all the activities of the Arkansas Reading Association and shall take such actions as are necessary to facilitate the purposes of the Arkansas Reading Association within the powers delegated by the Constitution and Bylaws.
2. The Executive Board shall be responsible for the expenditure of funds as outlined by the annual budget.
3. The Executive Board shall approve other expenditures as deemed necessary.

Section 3: Quorum

A quorum shall consist of a majority (51 per cent) of the members of the Executive Board.

Section 4: Meetings

The President may call such meetings of the Executive Board as are necessary to carry out the duties and responsibilities of the Executive Board. The President may call an electronic meeting of the Executive Board in the event the Executive Board cannot assemble.

Section 5: Voting

Those with voting privileges include the elected officers of the Arkansas Reading Association, the immediate Past President, and the State Coordinator.

ARTICLE VI: COMMITTEES

Section 1: Committees

The members of the Executive Committee shall be the chairpersons of the standing committees: Parents and Reading, Legislative, Publicity, Studies and Research, Literacy, Newspaper in Education, and Student Membership. A written report shall be submitted by each outgoing committee chairperson.

Section 2: Selection

The chairpersons of the standing committees shall be appointed by the President for a two-year term and committees will alternate annually. Reappointments may be made by the President if a chairperson is unable to perform his/her duties.

Section 3: Members

The number of members of each of the committees shall be determined by the Executive Board.

Section 4: Finance Committee

The Finance Committee shall be chaired by the outgoing Treasurer and consist of the President, President-elect, and incoming Treasurer.

Section 5: Membership Director

The Executive Board shall appoint on or before April 1st annually, the Membership Director. The Membership Director may be reappointed.

ARTICLE VII: DELEGATES' ASSEMBLY

Section 1: Membership

The Delegates' Assembly shall be composed of all members of the Executive Board, Presidents and Presidents-elect of the local councils or other designees, chairpersons of standing committees, State Coordinator, and the Membership Director.

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Section 2: Duties

1. The Delegates' Assembly shall elect the officers of the Arkansas Reading Association.
2. The Delegates' Assembly shall serve as the final authority in matters concerning the Constitution and Bylaws of the Arkansas Reading Association.

ARTICLE VIII: MEETINGS

Section 1: Number

1. At least one regular conference of the Arkansas Reading Association shall be held each year, the time and place to be determined by the Executive Board.
2. A meeting of the Delegates' Assembly shall be convened annually, the time and place to be determined by the Executive Board. The President shall notify in writing all members of the Delegates' Assembly of the time and place of this meeting.
3. The annual Summer Leadership Workshop will be held with the time and place to be determined by the State Coordinator.

ARTICLE IX: REPRESENTATION - ANNUAL IRA ASSEMBLY

Representation of the Arkansas Reading Association at the Delegates' Assembly of the International Reading Association shall be in accordance with that specified by the Bylaws of the International Reading Association in Article VI, Section 1, which reads in part as follows: ". . . each state, provincial, regional, special interest council, or national affiliate of the Association shall be entitled to one representative provided the representative has paid dues for the current year to the Association. One person may represent only one council at the Assembly . . . A council may send an alternate for each representative; an alternate may vote only when the representative is absent . . ."

ARTICLE X: AMENDMENTS

Section 1: Origin

Proposed amendments may be submitted to the Delegates' Assembly by any local council or by the Executive Board. Written copies of proposed amendments must be forwarded to the President at least 45 days prior to the meeting at which they are to be acted upon by the Delegates' Assembly. The President, in turn, shall forward copies of the proposed amendments to each member of the Delegates' Assembly to reach them at least 30 days in advance of the meeting at which they are to be acted upon.

Section 2: Voting

Amendments may be adopted by a two-thirds majority or a quorum of the Delegates' Assembly, provided that a copy of the proposed amendment has been given to each member of the Delegates' Assembly at least 30 days in advance of the meeting.

ARTICLE XI: REFERENCE

Robert's Rules of Order shall serve as reference of authority regarding questions of procedure, order, and/or organization.

ARTICLE XII: DISSOLUTION

In case of the dissolution of the Arkansas Reading Association of the International Reading Association, any assets remaining after the payment of debts, or the provision thereof, will revert to the International Reading Association.

Revised July 1994

Revised July 1998

Revised July 2008

Arkansas Reading Association

QUALIFICATIONS AND DUTIES OF OFFICERS

PRESIDENT

QUALIFICATIONS:

1. Must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association.
3. Must have exhibited leadership qualities in a reading council within a state and served as president of a local council.
4. Must have been active at both a local council level within the state and also in the Arkansas Reading Association as a regular member of the Executive Board.
5. Must have served as Vice-president and President-elect of the Arkansas Reading Association.

DUTIES AND RESPONSIBILITIES:

1. Preside at all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Act as official representative of the Arkansas Reading Association.
3. Call and conduct meetings of the executive committee and executive board.
4. Appoint chairs of standing committees and chairs of the committees for nominations, exemplary reading, studies and research, and other temporary or ad hoc committees as the need arises.
5. Coordinate the activities and supervise the affairs of the Arkansas Reading Association to ensure the implementation of its purposes.
6. Communicate with the chairpersons and supervise the programs of the various standing committees and special committees.
7. Plan the annual board retreats and other executive committee meetings.
8. Apply for IRA Award of Excellence.
9. Administer the Jo Flanigan Scholarship program.
10. Attend the IRA Leadership Workshop for State Association Leaders.
11. Serve as ex officio of all ARA committees.
12. Review award application forms.
13. Notify and congratulate grant/award winners in writing.
14. Visit as many local councils as possible.

ARA Qualifications and Duties of Officers

PRESIDENT-ELECT

QUALIFICATIONS:

1. Must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. Must have exhibited leadership qualities in a reading council within a state and served as president of a local council.
4. Must have been active at both a local council level within the state and also in the Arkansas Reading Association as a regular member of the executive board.
5. Must have served as Vice-president of the Arkansas Reading Association.

DUTIES AND RESPONSIBILITIES:

1. Attend all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Preside at the Executive Board meetings or the Delegates' Assembly in the event the president is absent or incapacitated.
3. Assume the office of the president for the remainder of that term of office in the event the president resigns or the office is otherwise vacated.
4. Serve as conference chair of the State Conference Team for the annual conference and coordinate all functions of the conference committees. See the ARA Conference Flow Chart.
 - a). Work with special subcommittees to work out all details of the program, facilities for conference, housing, meal arrangements, registration, special speakers, decorations, and special events as per ARA Conference Flow Chart.
 - b). Coordinate all activities concerning the conference, ensuring that proper procedures are carried out.
 - c). Work closely with the publicity committee to ensure wide dissemination of information regarding the conference.
6. Attend the IRA Leadership Workshop for State Association Leaders prior to assuming the office of President.
7. Assist the executive secretary in matters regarding approved professional development.
8. Visit as many local councils as possible.

ARA Qualifications and Duties of Officers

VICE-PRESIDENT

QUALIFICATIONS:

1. Must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. Must have exhibited leadership qualities in a reading council within a state and served as president of a local council.
4. Must have been active at both a local council level within the state and also in the Arkansas Reading Association as a regular member of the Executive Board.
5. Must agree to a four-year commitment to the Arkansas Reading Association as Vice-president, President-elect, President, and Past President.

DUTIES AND RESPONSIBILITIES:

1. Attend Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Be presiding officer in the event the president and president-elect are absent or incapacitated.
3. Assume the office of the president-elect for the remainder of that term of office in the event the president-elect resigns or the office is otherwise vacated.
4. Serve on the State Conference Team as per the ARA Conference Flow Chart.
5. Develop the following year's conference logo and theme by July; the program proposal and advertisements by October.
6. Chair the Administrator in Reading Award Committee, which consists of the Parliamentarian and the Historian.
7. Oversee ARA awards; i.e., maintain forms on the web site, update "Table of Awards" page in ARA Leadership Manual, ensure proper notification and implementation of awards.
8. Visit as many local councils as possible.

ARA Qualifications and Duties of Officers

SECRETARY

QUALIFICATIONS:

1. Must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. Must have exhibited leadership qualities in a reading council within a state.
4. Must have the ability to keep accurate records, handle executive correspondence, and disseminate information.

DUTIES AND RESPONSIBILITIES:

1. Attend all meetings of the Executive Board and the Delegates' Assembly.
2. Prepare a sign-in sheet and conduct roll call for Delegates' Assembly and Executive Board meetings.
3. Record all minutes of the meetings accurately and maintain a permanent record of such minutes for future reference.
4. Within 7 days of meetings, send minutes to President, State Coordinator, and Executive Secretary for proofing.
5. Disseminate copies of Delegates' Assembly minutes and all Executive Board minutes to each officer and webmaster within 15 days.
6. Maintain communication with the president concerning all matters of the organization.
7. Maintain committee reports as a record of the organization.
8. Serve on the State Conference Team as per the ARA Conference Flow Chart.
9. Give to successor all minutes, permanent records, correspondence, and information at the Transition Meeting.
10. Visit as many local councils as possible.

ARA Qualifications and Duties of Officers

TREASURER

QUALIFICATIONS:

1. Must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. Must have exhibited leadership qualities in a reading council within a state.
4. Must be familiar with standard and accepted computerized procedures for maintaining accurate and complete financial records.

DUTIES AND RESPONSIBILITIES:

1. Receive all books, computer files, and necessary information from the previous treasurer as soon as possible after June 30. ARA observes the same fiscal year as the International Reading Association (July 1-June 30).
2. Attend all Executive Board meetings and the Delegates' Assembly meetings.
3. Keep notebooks of monthly requests for reimbursements and deposits, checking and savings account statements, financial statements, and other financial accounts (CD's) of the Arkansas Reading Association as reported by the bookkeeper.
4. Assist the bookkeeper when needed with collection of monies due the association.
5. Submit a written financial statement at each Executive Board meeting and a budget report for the Delegates' Assembly compiled from the latest monthly statements information received from the bookkeeper.
6. Work with the bookkeeper to pay only those bills which are itemized, receipted, and authorized.
7. Serve on the State Conference Team as per the ARA Conference Flow chart.
8. Assist the president, president-elect, bookkeeper, and newly elected treasurer in an annual audit.
9. See that accounting records are submitted for an outside audit periodically.
10. Submit all necessary information, recommendations, materials, and records to the new treasurer upon his/her officially assuming office.
11. Oversee all accounts in the name of the Arkansas Reading Association and be an authorized signer.
12. Keep on file a copy of the yearly IRS Form 990 received from the bookkeeper.
13. Assist local councils with fiscal matters (see delineated duties).
14. Maintain a notebook of the current year's cumulative reports (year to date) as compiled by the bookkeeper.
15. Refer to Appendix for additional duties.

ARA Qualifications and Duties of Officers

HISTORIAN

QUALIFICATIONS:

1. Must be a member in good standing of the international Reading Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. Must have the ability to keep proper records and archives.

DUTIES AND RESPONSIBILITIES:

1. Attend all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Keep all items concerning the activities of the Arkansas Reading Association including all publicity of historical value to the council (scrapbooks, award plaques, etc.).
3. Create a yearbook of the ARA year; maintain and update award plaques; maintain online photo journals; archive photos on web.
4. Be responsible for the Arkansas Reading Association's camera.
5. Serve on the State Conference Team as per the ARA Conference Flow chart.
6. Serve on the Administrator in Reading Award Committee.
7. Visit as many local council meetings as possible.
8. Archive printed Arkansas Reading Association historical information at the University of Central Arkansas (conference programs, award programs, yearbook, directory, etc.)

ARA Qualifications and Duties of Officers

PARLIAMENTARIAN

QUALIFICATIONS:

1. Must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association.

DUTIES AND RESPONSIBILITIES:

1. Attend all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Act as advisor to the Executive Board and Delegates' Assembly in matters pertaining to the interpretation of the constitution.
3. Be familiar with parliamentary usage as found in Robert's Rules of Order and shall be an advisor to the Executive Board and Delegates' Assembly in parliamentary procedures.
4. Assist with special projects.
5. Serve on the Administrator in Reading Award Committee.
6. Visit as many local council meetings as possible.
7. Serve on the State Conference Team as per the ARA Conference Flow chart.

ARA Qualifications and Duties of Officers

IMMEDIATE PAST PRESIDENT

QUALIFICATIONS:

1. Must be a member in good standing of the International Reading Association and the Arkansas Reading Association.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association.

DUTIES AND RESPONSIBILITIES:

1. Attend all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Serve as chairman of the Nominating Committee which shall include two other members.
3. Prepare the official report of the Nominating Committee for the Delegates' Assembly. (See Article IV, Section 3.)
4. Serve on the State Conference Team as per the ARA Conference Flow chart.
5. Serve on the Jo Flanigan Scholarship Committee.
6. Assist with updating the Policies and Procedures Manual.
7. Conduct drawing at the Delegates' Assembly meeting in November for the Local Council Honoree recipient.
8. Serve on the State Leadership Team.

ARA Qualifications and Duties of Officers

DIRECTOR OF MEMBERSHIP

QUALIFICATIONS:

1. Must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. Must be willing and have the ability to keep proper and accurate records.
4. Must have served as Director of Membership of a local council.

DUTIES AND RESPONSIBILITIES:

1. Attend all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association and present a membership report at all meetings.
2. Update membership materials as needed.
3. Serve as chairman of the ARA Membership Committee, actively encouraging membership in the Arkansas Reading Association and the International Reading Association.
4. Be in charge of the Membership Booth at the annual conference.
5. Receive membership forms and dues from local councils and forward all monies to the bookkeeper.
6. Be responsible for the printing and mailing of membership renewal forms to all ARA members and recent members.
7. Keep membership records updated.
8. Determine Membership Award winners and be prepared to present the award winners with certificates at the ARA Summer Leadership Workshop.
9. Maintain a current statewide mailing list including members of the Arkansas Senate and House of Representatives Education Committees.
10. Attend the IRA Leadership Workshop for State Association Leaders.
11. Serve on the Conference Team as per the ARA Conference Committee Flow Chart.

ARA Qualifications and Duties of Officers

STATE COORDINATOR

QUALIFICATIONS:

1. Must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. Must have exhibited leadership qualities in a reading council within the state and served as President of the Arkansas Reading Association.
4. Must have exhibited the kind of tactful personality and persuasiveness that will enable him/her to work with people throughout the Arkansas Reading Association in order to encourage, suggest, direct or prompt as the needs arise.

SELECTION OF THE STATE COORDINATOR:

1. The International Reading Association State Coordinator must meet all the qualifications as indicated above.
2. A person may be nominated by a simple majority vote, by action of the Arkansas Reading Association Executive Board.
3. The nominee shall be selected solely on the basis of qualifications and potential ability; geographical location of the person shall have no bearing on the selection.
4. The nomination must be approved for appointment to office by the IRA Subcommittee on United States Membership and Organization.
5. The term of office shall be three years and/or any portion thereof due to the resignation of the previous Coordinator.

DUTIES AND RESPONSIBILITIES:

1. Attend all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Maintain accurate records of chartered councils within the state; i.e., names of councils, their boundaries, and all officers' names and addresses.
3. Report the names and addresses of all local and state officers to IRA by April 15.
4. Support the state association, local councils, and special interest councils in the performance of their duties.
5. Keep councils active, calling upon the IRA Leadership Development Associate or Director of Leadership Development for assistance.
6. Maintain continuity and stability by arranging a workable system of communication among all councils in the state.

ARA Qualifications and Duties of Officers

7. Maintain ARA website in conjunction with the Technology Coordinator.
8. Promote the organization of additional councils. Report to the IRA Membership and Records Department the name and address of anyone receiving a packet of organizational materials.
9. Attend and participate in activities for council leaders.
10. Visit each of the chartered councils at least once during the three-year term.
11. Attend the IRA Leadership Workshop for state association leaders (coordinators, state presidents, and state presidents-elect) held annually.
12. Arrange an annual Leadership Workshop for all local and state officers and committee chairmen.
13. Chair the State Leadership Team.
14. Present the Past State President with a gift during Summer Leadership Workshop.
15. Serve on the State Conference Team as per the ARA Conference Flow chart.
16. Plan and organize the Coordinator's Luncheon at the annual state conference. Invite current local council presidents and past state presidents.
17. Survey local councils for specific needs through the Mid-Year Check-Up.
18. Complete and return the coordinator's "Reimbursement for Expenses" report form to IRA by March 31 of each year.

ARKANSAS READING ASSOCIATION

State Committee Chairmen

COMMUNITY PROJECT

(Local Council Community Service Award)

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed in the odd calendar years.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual ARA Summer Leadership Workshop, and the annual conference.
2. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
3. Explore opportunities for helping local councils select or create a program for the Local Council Community Service Award.
4. Disseminate information about the IRA Local Council Community Service Award to each local council president.
5. Recognize and present award to state recipient at the annual conference.
6. Submit timely articles and/or information to the president for inclusion in the newsletter.
7. Turn in receipts/invoices for reimbursement of budgeted fund by May 15.
8. Submit all materials, reports, and suggestions to the succeeding committee chairperson by May 31.
9. Maintain current, accurate, up-to-date information on the ARA website.

ARA Qualifications and Duties of Committee Chairs

EXEMPLARY READING PROGRAM

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president during the odd calendar years.
4. The president is an ex officio member of this committee.
5. This committee will consist of a chair and two members appointed by the president who are current ARA and IRA members.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual ARA Summer Leadership Workshop, and the annual conference.
2. Meet with committee as needed.
3. Disseminate information about the Exemplary Reading Program Award to all local council presidents.
4. Encourage local councils to participate in the nomination of a school from their council for the Exemplary Reading Program Award.
5. Administer the Exemplary Reading Program Award. If necessary, recruit ARA members who are also members of IRA for the Exemplary Reading Program visiting team.
6. Recognize and present award to the state recipient at the annual conference.
7. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
8. Submit timely articles and/or information for inclusion in each newsletter.
9. Turn in all receipts for reimbursement of budgeted funds by May 15.
10. Maintain current, accurate, up-to-date information on the ARA website.
11. Submit all materials, reports, and suggestions to the succeeding committee chairperson at the Transition Meeting.

ARA Qualifications and Duties of Committee Chairs

INTELLECTUAL FREEDOM

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president during the odd calendar years.
4. The president is an ex officio member of this committee.
5. This committee will consist of a chair and members of the local councils committee.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Disseminate information to local council chairs and/or presidents.
3. Monitor public challenges of intellectual freedom and incidences of censorship of reading materials in schools or communities in Arkansas.
4. Sponsor a session at the annual conference to increase awareness of censorship issues reading/language arts teachers may encounter.
5. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
6. Submit timely articles and/or information for inclusion in the newsletter.
7. Maintain current, accurate, up-to-date information on the ARA website.
8. Turn in all receipts for reimbursement of budgeted funds by May 15.
9. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.

INTERNATIONAL PROJECTS/PROGRAMS

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president in the odd calendar years.
4. The president is an ex officio member of this committee.
5. This committee will consist of a chairperson and local councils' committee chairs.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Explore opportunities for developing teacher exchanges in cooperation with the International Development Coordinating Committee of IRA Activities. E.g.,
 - a. establishing a sister council relationship with a council in another country
 - b. hosting and visiting teachers who are affiliates of IRA
 - c. exchanging student publications
 - d. writing pen pal letters
 - e. sharing programs of mutual interest
 - f. providing needed materials for promoting literacy
 - g. providing IRA membership(s) for a person or group in another country.
3. Develop and initiate at least one project during each school year.
4. Disseminate information to local council committee chairs and/or presidents.
5. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
6. Submit timely articles and/or information for inclusion in the newsletter.
7. Maintain current, accurate, up-to-date information on the ARA website.
8. Turn in all receipts for reimbursement of budgeted funds by May 15.
9. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.

ARA Qualifications and Duties of Committee Chairs

LEGISLATIVE

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president in the even calendar years.
4. The president is an ex officio member of this committee.
5. This committee will consist of a representative from each local council.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Attend Government Relations Workshop and disseminate information at ARA Summer Leadership Workshop.
3. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
4. Disseminate information to local council committee chairs and/or presidents.
5. Be responsible for a legislation session at the annual conference.
6. Review and monitor all proposed state legislation relating to reading/language instruction, certification of teachers of reading K-12 (classroom, subject areas, or remedial reading), and other educational legislation that will directly or indirectly influence or affect reading instruction.
7. Submit articles and/or information for inclusion in newsletters.
8. Report on legislative procedures from the International Reading Association.
9. Develop and disseminate legislative packet to the Arkansas Legislative Education Committees.
10. Maintain a professional relationship with Arkansas legislators; lobby in Little Rock and Washington as needed.
11. Join and encourage ARA members to join the IRA Legislative Action Team.
12. Maintain current, accurate, up-to-date information on the ARA website.
13. Turn in all receipts for reimbursement of budgeted funds by May 15.
14. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.

ARA Qualifications and Duties of Committee Chairs

LITERACY

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the
1. International Reading Association and the Arkansas Reading Association.
2. The chairperson shall be appointed by the president in the odd calendar years.
3. This committee will consist of a representative from each local council.
4. The president is an ex officio member of this committee.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Maintain accurate records of applications.
3. Prepare a written report to be presented at Delegates' Assembly and submit a copy to the secretary.
4. Disseminate information about the Literacy Award to all local council presidents and committee chairs, encouraging local councils to participate in the "Celebrate Literacy" program.
5. Chair the selection committee with regional representatives appointed by the president.
6. Notify ARA president of state recipients. Assist president with recognition as needed.
7. Submit timely articles and/or information for inclusion in the newsletter.
8. Maintain current, accurate, up-to-date information on the ARA website.
9. Turn in all receipts for reimbursement of budgeted funds by May 15.
10. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.

ARA Qualifications and Duties of Committee Chairs

NEWSPAPER IN EDUCATION

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president in the odd calendar years.
4. This committee will consist of a representative from each local council.
5. The president is an ex officio member of this committee.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Disseminate information to local council committee chairs and/or presidents.
3. Sponsor a session at the annual conference.
4. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
5. Disseminate Newspaper in Education Week information and activities throughout the state.
6. Encourage classroom activities during Newspaper in Education Week.
7. Submit timely articles and/or information for inclusion in each newsletter.
8. Maintain current, accurate, up-to-date information on the ARA website.
9. Turn in receipts for reimbursement of budgeted funds by May 15.
10. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.

ARA Qualifications and Duties of Committee Chairs

NOMINATING

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be the immediate past president of ARA.
4. The president will appoint a committee of three; one will be the immediate past president who will chair the committee. These should be members who have served in a state leadership capacity previously.
5. The president is an ex officio member of this committee.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
3. Solicit nominees in writing for various offices from all councils within the state. An attempt should be made to rotate geographical residence of officers in order to represent the various areas of the state. Nominations will be accepted until Feb. 1.
4. Screen nominees ensuring that they meet the qualifications listed for each officer.
5. Prepare a slate of candidates according to the constitution for the following:
 - a. Vice-president, elected annually
 - b. Recording secretary, elected annually
 - c. Treasurer, elected annually if current treasurer
 - d. Historian, elected annually
 - e. Parliamentarian, elected annually.
6. Mail ballots to members of the Delegates' Assembly. Tabulate the results and notify the president of the election results within one week following the elections. (Ballots must be postmarked on or before March 10.) The past president will then notify all candidates of elections results.
7. Proceed according to duties and responsibilities of the immediate past president as listed in the constitution.
8. Turn in receipts for reimbursement of budgeted funds by May 15.
9. Submit timely articles and/or information for inclusion in the newsletter.
10. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.

ARA Qualifications and Duties of Committee Chairs

PARENTS AND READING

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president in the odd calendar years.
4. This committee will consist of a representative from each local council.
5. The president is an ex officio member of this committee.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Disseminate information to local council committee chairs and/or presidents
3. Sponsor a session at the annual conference.
4. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
5. Maintain a list of ideas currently being implemented by the International Reading Association and disseminate the information to local councils.
6. Make available any ideas accumulated by members of the Parents and Reading Committee to all local council presidents.
7. Submit timely articles and/or information for inclusion in each newsletter.
8. Maintain current, accurate, up-to-date information on the ARA website.
9. Turn in receipts for reimbursement of budgeted funds by May 15.
10. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.

ARA Qualifications and Duties of Committee Chairs

PUBLICATIONS

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president in the even calendar years.
4. This committee will consist of an editorial review board appointed by the president.
5. The president is an ex officio member of this committee.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
3. Make known that the journal is a publication which serves teachers, reading specialists, and administrators at all levels of instruction as well as other interested persons.
4. Select articles to appear in the journal with the help of an editorial review board.
5. Assist the Executive Secretary to secure estimates of printing costs and disseminate publications as budgeted.
6. Maintain current, accurate, up-to-date information on the ARA website.
7. Turn in all receipts and/or invoices for reimbursement of budgeted funds by May 15.
8. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.

ARA Qualifications and Duties of Committee Chairs

PUBLICITY

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president in the even calendar years.
4. The president is an ex officio member of this committee.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
3. Encourage publicity by all local councils.
4. Assist the annual conference chairperson in publicizing the conference.
5. Submit timely articles and/or information for inclusion in the newsletter.
6. Distribute information to local councils for media distribution that comes to you from the International Reading Association.
7. Work with the state coordinator and state media services to promote the Arkansas Association and its mission.
8. Provide media coverage re: ARA awards, events, other topics.
9. Maintain current, accurate, up-to-date information on the ARA website.
10. Turn in receipts for reimbursement of budgeted funds by May 15.
11. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.

ARA Qualifications and Duties of Committee Chairs

STUDENT MEMBERSHIP

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president in the even calendar years.
4. The president is an ex officio member of this committee.

DUTIES AND RESPONSIBILITIES;

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
3. Act as a liaison with colleges and universities to promote student membership at the local, state and national level.
4. Disseminate information to council presidents to encourage students to join at all three levels.
5. Assist with selection of student liaison.
6. Work with DOM to recruit student members.
7. Maintain current, accurate, up-to-date information on the ARA website.
8. Submit timely articles and/or information for the newsletter.
9. Turn in receipts for reimbursement of budgeted funds by May 15.

ARA Qualifications and Duties of Committee Chairs

STUDIES AND RESEARCH

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The chairperson shall be appointed by the president in the odd calendar years.
4. This committee shall consist of three members, including the chairperson, and will be appointed by the president.
5. The president is an ex officio member of this committee.

DUTIES AND RESPONSIBILITIES;

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Summer Leadership Workshop, and the annual conference.
2. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
3. Disseminate information about the Studies and Research Grant to all local council presidents and/or committee chairs, encouraging them to participate in the program.
4. Maintain accurate records of applicants and administer the Studies and Research Grant Program.
5. Notify the president of the winner(s) and work with him/her to recognize recipients.
6. Ensure recipients present a session at the annual conference.
7. Encourage ARA members to keep abreast of current research and study issues pertinent to the reading field.
8. Submit timely articles and/or information for inclusion in the newsletter.
9. Maintain current, accurate, up-to-date information on the ARA website
10. Turn in receipts for reimbursement of budgeted funds by May 15.
11. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting

ARA Qualifications and Duties of Special Appointments

ARKANSAS READING ASSOCIATION

-Special Appointments-

EVENT COORDINATOR

QUALIFICATIONS:

1. The Event Coordinator must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local reading council.
2. The Event Coordinator must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The Event Coordinator will be appointed by the Executive Board of the Arkansas Reading Association.
4. The Event Coordinator's position will be from one to five years' duration with annual review by the Executive Board.
5. A stipend will be awarded annually by the ARA Executive Board.

DUTIES AND RESPONSIBILITIES:

1. Collaborate with the President-Elect of the Arkansas Reading Association to ensure a successful conference.
2. Work with the president-elect to plan and direct the council's state and regional conference according to the ARA Conference Flow Chart.
3. Work with the president-elect in preparing and submitting a final conference report and documentation to the Executive Board.
4. Serve as an ex officio member of the ARA Board.

TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. The Technology Coordinator must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The Technology Coordinator must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The Technology Coordinator will be appointed by the Executive Board of the Arkansas Reading Association.
4. The Technology Coordinator's position will be from one to five years' duration with annual review by the Executive Board.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Board meetings, the annual Summer Leadership Workshop, and the annual conference as an ex officio member.
2. Assist/advise the ARA Executive Board on all matters related to technology, both immediate and long-range.
3. Assist with ARA communication such as web page, newsletter, etc.
4. Maintain an inventory of ARA equipment.
5. Turn in all receipts for reimbursement of budgeted funds by May 15.

ARA Qualifications and Duties of Special Appointments

EXECUTIVE SECRETARY

QUALIFICATIONS:

1. The Executive Secretary must be a member in good standing of the International Reading Association, the Arkansas Reading Association, and a local council.
2. The Executive Secretary must be familiar and in agreement with the philosophy and goals of the International Reading Association and the Arkansas Reading Association.
3. The Executive Secretary will have served on the ARA Executive Board prior to appointment.
4. The Executive Secretary will be appointed by the Executive Board of the Arkansas Reading Association.
5. The Executive Secretary position will be reviewed annually by the Executive Board at the Mid-winter Retreat.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the day-to-day operation of the organization.
 - a. Assist with communication as needed.
 - c. Order print materials.
2. Serve as an ex-officio member of the executive Board of the Arkansas Reading Association.
3. Serve as initial contact for communication/correspondence with interested parties, to include:
 - a. Listing a telephone number on the web site, conference registration forms and other publications
 - b. Maintaining a telephone message center
4. Serve on the conference committee for the annual conference.
5. Work with the President and State Coordinator in planning and communication.
 - a. Make arrangements for meetings such as board meetings, retreats, Summer Leadership Workshop.
6. May attend the IRA Summer Leadership Workshop for State Association Leaders.
7. Submit all expenses incurred within 30 days.
8. Maintain status as Approved professional Development Provider for the Arkansas Department of Education.
9. Maintain Arkansas Department of Education Professional Development records for a period of five (5) years.

COMPENSATION:

1. The Executive Secretary will receive a monthly compensation for the fiscal year by the 15th of each month.
2. The Executive Secretary will have an operating budget within the ARA budget.

To be added at a later date:

Duties and Responsibilities of
the Student Liaison and the
ADE Liaison

APPENDIX

Financial Duties and Responsibilities

Conference Flow Chart

Conference Complimentary Registration Guidelines

Bereavement Policy

Working with Struggling Councils

Summary Table of Awards

Diamond Award

President's Checklist (calendar)

ARA FINANCIAL DUTIES & RESPONSIBILITIES

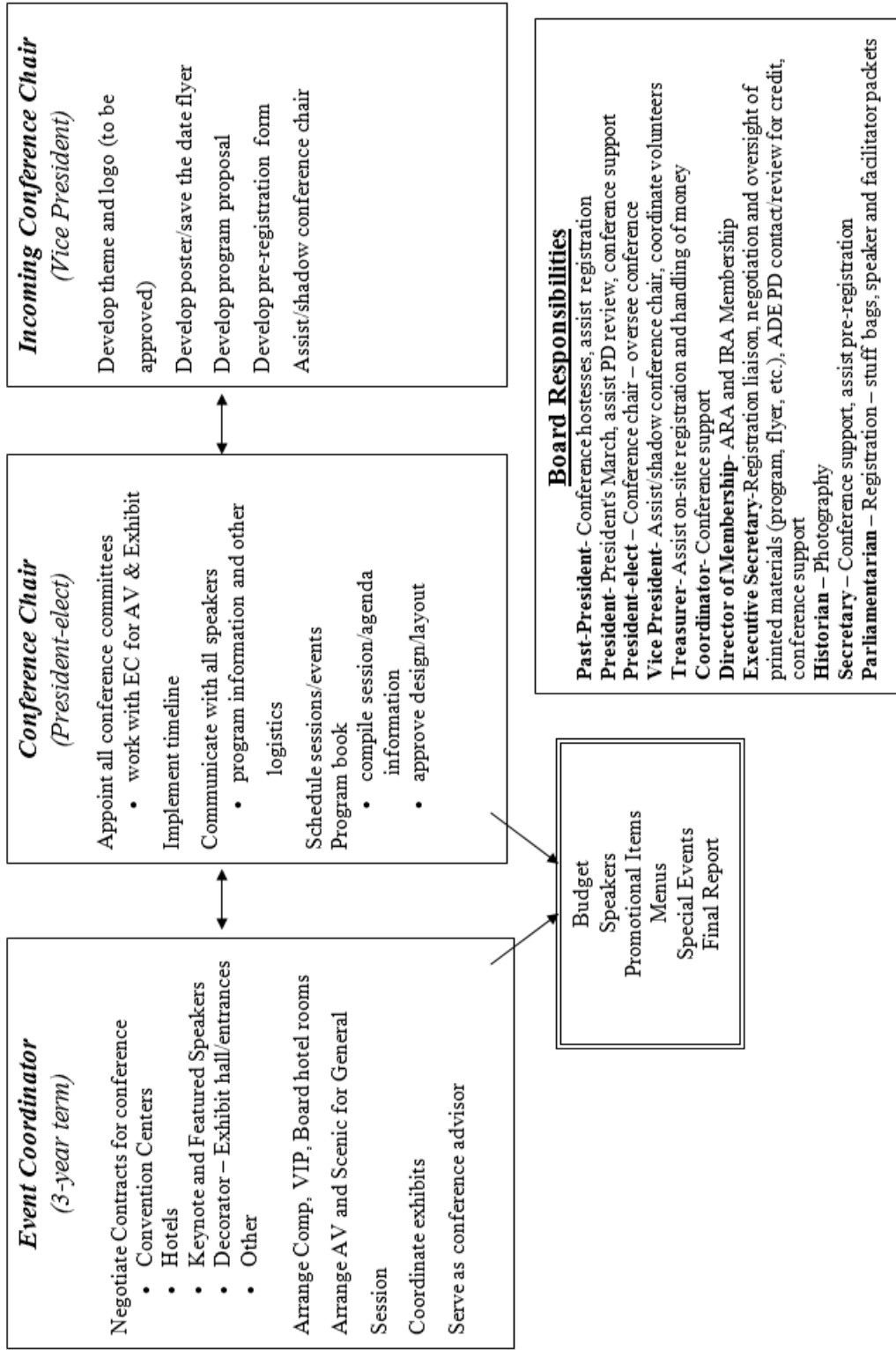
Bookkeeper

- Pay submitted and documented invoices and reimbursement forms.
- Send copies of the invoices and reimbursement forms paid to treasurer.
- Contact President, Treasurer and/or Executive Secretary when a question arises about an invoice or reimbursement forms.
- Update and distribute spreadsheet comparing budgeted amounts with actual spending and income to board for each meeting.
- Pay Executive Secretary and bookkeeper by the 15th of each month.
- Pay Event Coordinator by January following the Conference
- Maintain Quicken Program.
- Send a cumulative report to Treasurer, Executive Secretary, President and Coordinator by 15th of the month of all transactions to date. (July 1-current)
- Send copy of all bank statements to treasurer and Executive Secretary.
- Send annual report to the Board for the Mid-year Retreat.
- Serve as initial contact for fielding all billing inquiries.

Treasurer

- Maintain a copy of Financial Records for each year, with monthly report printouts, bank statements, invoices paid, etc.
- Review monthly all financial records, including bank statements and category reports.
- Maintain a backup of the ARA Quicken data as received from the Bookkeeper.
- Present Financial status reports at all Board meetings.
- Have laptop with updated Quicken at all Board meetings.
- Serve on Finance Committee.
- Prepare IRS form 990s.
- Maintain local council bank information

ARA Conference Planning Flow Chart



CONFERENCE COMPLIMENTRY REGISTRATION GUIDELINES

The following positions will receive complimentary conference registration:

Full Registration with Book and Author Luncheon, Thursday Night Event and hotel room
·ARA Board

Full Registration with Book and Author Luncheon and Thursday Night Event
·Local Council Honoree
·ARA Past Presidents
·ARA Past Coordinators

Registration only

-State Committee Chairs
-Conference Committee Chairs
-Local Council Presidents*
-Chat Room Participants - Number to be determined each year
-Administrator in Reading
-ARA Charlie May Simon and Diamond Book Award Reading Committee
representatives

Complimentary conference registration will be reviewed by the budget planning committee annually.

Complimentary registration is non-transferable.

*Only Local Council Presidents who are members of ARA and IRA and who attend the Summer Leadership Workshop will be awarded this complimentary conference registration.

ARA BEREAVEMENT POLICY

A memorial in the amount of \$25 will be made to the Jo Flanigan Scholarship Fund in the event of a death of a family member of an ARA Board member.

A memorial in the amount of \$10 will be made to the Jo Flanigan Scholarship Fund in the event of the death of a family member of an ARA State Committee Chair.

The family members include spouse, parent, child, son/daughter-in law and grandchild.

The ARA Executive Secretary will send a memorial card to the ARA Board Member or State Committee Chair regarding this gift. Memorials will also be noted in the ARA newsletter.

ARKANSAS READING ASSOCIATION

Support for New and Struggling Councils

Rationale: Local councils are the lifeblood for ARA and IRA. The dedicated leaders and volunteers in these councils offer professional growth and meaningful ways to promote literacy within their communities. In order to provide the support and time necessary for these services, more manpower and a support plan is needed.

Action: The ARA Board will conduct mini-conferences, workshops, or programs (as time permits) to help local councils obtain members and develop leadership skills for officers. Each conference will be offered at no cost or nominal fee to registrants. Door prizes and IRA memberships will be given away through drawings. Promotional packets will be given to participants. A *Leadership Interest Session* will be held immediately following the program for those interested in making a commitment to being a part of the leadership team for the council. These people will be provided a free meal.

For those willing to serve a three-year commitment as a leader/officer/mentor (up to five people) to the council's executive board, ARA may provide:

1. ARA conference registration for the first two years for the officers reported to IRA
2. Mentor from the ARA Leadership Team who will confer with the local council team at least once a year
3. Treasurer services (up to \$250 line account in ARA budget) for each new or specifically identified council
4. Credit of \$5 to the local council line account in the ARA budget for each new member who joins the local council for up to three years
5. Newsletter publication assistance
6. Other services deemed supportive and appropriate.

Local Council Leadership Team will:

1. During year one:
 - a. Work on council by-laws
 - b. Obtain IRA charter (new councils)
 - c. Increase ARA memberships in the area
 - d. Attend all ARA functions
 - e. Fill regular executive board positions (2 year commitment)
2. Complete the following during the second and third years:
 - a. Conduct at least three official board meetings each year (mentor attends).
 - b. Hold at least one program or workshop each year.
 - c. Develop a three-year plan for the council (membership, programs, budgets, etc.).
 - d. Attend all ARA functions (conferences, leadership workshops, etc.).
 - e. Strive for Honor Council status.
 - f. Develop leaders for officer positions (Year 3 serve as mentors to the newly elected officers).

Additional Support: Local council presidents and membership directors of new and/or struggling councils may receive complimentary conference registration. There will be special sessions for these officers during the conference.

**SUMMARY OF AWARDS/SCHOLARSHIPS/GRANTS
(Who, What, Where, When)**

Name of Award (What?)	Responsibility (Who?)	Deadline (When?)	Presented (When? and Where?)	Actual Award (What?)
Administrator in Reading	Vice President with Parliamentarian and Historian	March 1	Fall Conference (General Session)	Registration & Plaque (Custom Trophies) 1210 Main, Little Rock, AR, 72202 501-372-3332
Diamond Award	President	Various (August – April)	Summer Leadership Workshop	Previously: Pen sets- Seigga , Trophies, 501-982-3994 Now: Custom Trophies (varies)
Membership Awards	Director of Membership	March 1	Summer Leadership Workshop	Certificates and cash award (IRA membership \$100) & \$300, \$200, \$100 (1 st , 2 nd , 3 rd)
Jo Flanigan Scholarship	President	March 1	Presented at Summer Leadership	Cash award - \$750
Studies and Research Grants	Vice-President, Studies and Research Chair and Committee	February 1	Presented at Summer Leadership	Cash award – up to 2 @ \$750
Local Council Honoree	President	October 1	Fall conference – winning name is pulled at Delegate's Assembly (2 back-up names)	All - Conference Registration and luncheon ticket / One @ \$750 for IRA
Honor Council Award	Local Council President, IRA offices	March 1	Presented at Summer Leadership	Cash award - \$100.00
Local Council Literacy Project Grant	President	February 15	Upon approval of project	Up to \$300 per council
Past President Award	President /Executive Sect.	N/A	Summer Leadership Workshop	Clock: Custom Trophies, 1210 Main, Little Rock, AR, 501-372-3332
Celebrate Literacy Awards	Vice-President, Literacy Chair and Committee	January 15	Summer Leadership	Certificates, names engraved on literacy award plaque, SLW luncheon
Exemplary Reading Award Program	LC Presidents, Exemplary Reading Chair & Committee	November 15	If IRA winner, at IRA Convention	Recognition at IRA Convention
Sarah Nelson Womble Award	At discretion of ARA Board			

Arkansas Reading Association

an affiliate of the

International Reading Association

DIAMOND AWARD - 2011-12

This Award will be presented to Local Council Presidents at Summer Leadership. Local Council Presidents must complete the following. Please use email whenever possible. (Email: President – Paula; Membership-Billieann; Coordinator-Tanna - @arareading.org)

1. Submit a tentative and final **calendar**, including dates/speakers, of local council meetings (3 or more) to **ARA President**.
Deadline: Summer Leadership (Tentative Calendar) Date achieved _____
Deadline: on or before September 15 (Final) Date achieved _____
2. Submit local council committee chair names to **ARA President**.
Deadline: September 15 Date achieved _____
(required: Celebrate Literacy, NIE, Parents & Reading)
3. Participate in Celebrate Literacy Awards (submit at least one nominee to Literacy Chair)
Deadline: January 15 (farrah@arareading.org) Date achieved _____
4. Submit council news item (one to two paragraphs) for state newsletter to **ARA President**.
Deadline: August 1 or March 15 Date achieved _____
5. Two local council representatives attend Delegates' Assembly at the Annual Conference and Summer Leadership. **Summer Leadership** _____ **Annual Conference** _____
6. The **Local Director of Membership** will send these items to the **ARA Director of Membership**:
 - Regular membership reports and state dues money (monthly if new members are added)
Dates achieved: _____
 - Target Membership
Deadline: March 1 Date achieved _____
7. Submit a preliminary list of local council officers for the next year to the **ARA State Coordinator**.
Deadline: March 10 Date achieved _____
8. Submit a final list of local council officers (who must be IRA, ARA, and local council members) with contact information to **state coordinator** and complete the online information to IRA.
Deadline: April 15 Date achieved _____

*For more information regarding the **DIAMOND AWARD**, contact **ARA President**, **ARA Director of Membership** or **ARA State Coordinator**.*

Revised: 7/1/11

ARKANSAS READING ASSOCIATION
2011-2012 LOCAL COUNCIL PRESIDENT'S CHECKLIST

Items may be submitted electronically.

JULY

_____ July 15-16 Attend Summer Leadership/Delegate's Assembly
_____ July 16 Submit tentative program calendar to ARA President

AUGUST

_____ Aug. Recruit building reps., committee chairs and plan with board
_____ Aug. Plan publicity (image brochure, newsletter, etc.)
_____ Aug. 1 Send local council news article to ARA President (or March)

SEPTEMBER

_____ Sept. 8 International Literacy Day
_____ Sept. 15 Send Local Committee Chair Reporting form to ARA President
_____ Sept. 15 Submit final program calendar to ARA President

OCTOBER

_____ Oct. 1 Local Council Honoree Award deadline

NOVEMBER

_____ Nov. 17-18 Attend ARA Conference / Delegates' Assembly

DECEMBER

_____ Dec. 15 Submit Local Council News to the ARA President

JANUARY

_____ Jan. 15 Literacy Award nominations to ARA Literacy Committee Chair

FEBRUARY

ARKANSAS READING ASSOCIATION

2011-2012 LOCAL COUNCIL PRESIDENT'S CHECKLIST

MARCH

_____	Mar. 1	Honor Council deadline
_____	Mar. 1	Administrator in Reading Award
_____	Mar. 1	Final memberships due to IRA and ARA Membership Director (Follow up with Director of Membership)
_____	Mar. 1	ARA Target Membership form to ARA Membership Director (Check with Director of Membership)
_____	Mar. 1	Submit preliminary list of local officers for 2011-12 to ARA State Coordinator
_____	Mar. 15	Send council news article to ARA President (or August)

APRIL

_____	April 15	Submit official list of local officers for 2012-13 to ARA State Coordinator and complete IRA online form
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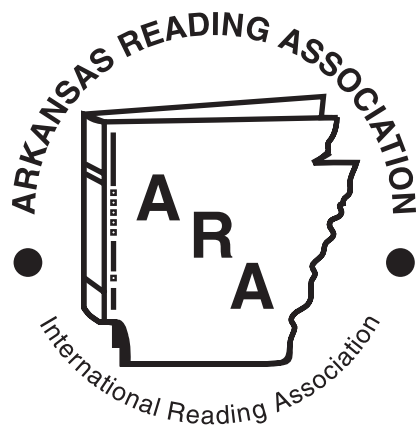
April is Celebrate Literacy Month

MAY

JUNE

School is out!

2011-12 Officers and 2012-13 Officers meet together to exchange files and information.
Get ready for ARA Summer Leadership in 2012!



www.arareading.org
1-866-930-READ