

# Local Council Officers Handbook



---

This handbook contains pertinent information for local chapter officers regarding officer duties, responsibilities, and deadlines.

2018-19



# **Arkansas Literacy Association**

**An Affiliate of the International Literacy Association**  
**2018-19 Mission and Goals**

***Our Mission: The Arkansas Literacy Association, an affiliate of the International Literacy Association, is a professional organization of individuals, institution and councils dedicated to promoting reading and developing literacy.***

## **Goals**

### **PROFESSIONAL DEVELOPMENT--**

*Goal: Encourage the professional growth of literacy educators, particularly that of ARA members.*

### **LONG RANGE and SHORT TERM GOALS**

- Organize and support local reading chapters as networks of educators of literacy
  - Provide annual Council Leadership Institute (CLI) for local council leaders
  - Provide Literacy Grant Opportunities
  - Recognize literacy volunteers (or leaders) through the Celebrate Literacy Awards
  - Provide financial incentive to local chapters who achieve Honor Council
  - Provide financial incentive to chapters who merit the ALA Membership Awards
  - Encourage Board member, ILA coordinator, and State Committee Chair visitation to local reading council meetings
  - Review and execute the Membership Recruitment plan
- Help educators to improve the quality of literacy instruction through publications, conferences, book club and grant opportunities
  - Provide annual literacy conferences and book clubs
  - Encourage members to submit proposals for presentations at annual conference
  - Compose and distribute E-newsletter, the Reader
  - Apply for ILA Teacher Empowerment Achievement and other ILA Awards
  - Fund Jo Flanigan Scholarship
  - Fund the ALA School Based Literacy Grant
  - Facilitate the Arkansas Children's Book Awards and Young Writer's programs
  - Post professional research and articles on our social media sites
- Provide leadership in the continuously changing nature of literacy in a digital age
  - Engage in social media
  - Continuously update the ALA website

### **ADVOCACY--**

*Goal: Advocate for significant literacy issues in Arkansas that support the best interests of all learners and educators.*

### **LONG RANGE and SHORT TERM GOALS**

- Keep policy makers informed about the mission and goals of ALA/ILA

### **(Advocacy continued)**

- Provide information about ALA to State Education Committee legislators
- Invite Legislative Education Committee members to ALA Events
- Apply for ILA Public Awareness Achievement Award
- Provide members with background information and resources
  - Organize legislative session at annual conference
  - Invite key government official(s) to bring greetings at annual conference
- Collaborate with state policy makers
  - Maintain partnership with the Arkansas Department of Education

### **PARTNERSHIP--**

Goal: Establish and strengthen partnerships with other organizations that share an interest in promoting literacy.

#### LONG RANGE and SHORT TERM GOALS

- Collaborate with a network of partners on long-term efforts to improve literacy
  - Sponsor ALA representatives on Charlie May Simon and AR Diamond Award Committees
  - Encourage ALA members who have recently become National Board Certified teachers to alert ALA so that we can publish our congratulations
  - Maintain partnership with AR Department of Education through appointment of ex-officio board member from ADE
  - Maintain membership booth at other state professional meetings
  - Promote and build a wide network of partnerships with organizations that share an interest in promoting literacy (AETN, Heifer International, etc...). Send conference program proposals and exhibitor information
  - Appoint ex-officio board member from our pre-service teacher population
  - Apply for ILA Community Engagement Achievement Award

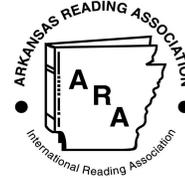
### **RESEARCH AND COMMUNICATION--**

Goal: Encourage and support research to promote informed decision-making about literacy practices and policies.

#### LONG RANGE and SHORT TERM GOALS

- Communicate research results through conferences and publications
  - Review, maintain and update ALA website and social media: conference information, membership, archives, award information, newsletters and events
- Provide recognition for exemplary literacy research
  - Support the ILA Exemplary Reading Award Program
  - Fund one ALA School-based Literacy Grant

**International Literacy Association and  
Arkansas Literacy Association**



**Local Council Officer  
Job Description**

**President**

*The President is the leader of council and chair of the executive committee. He/she serves as a liaison between the local council and the state council.* (√ ILA Requirement)

**Local Council Officer Expectations: President**

	<b>Completed</b>
1. Maintain Membership in Local , State, and ILA Throughout Term of Office √	
2. Review Council Leader Resources on ILA/ALA Websites √	
3. Promote Council Leader Resources on ILA/ALA Website with Council Officers	
4. Participate in Leadership Development Activities Offered by ILA and ALA	
5. Attend ALA State Conference and Participate in Council Activities	
6. Review Council Bylaws, Policies, Motions, Budget Reports, and Meeting Minutes in Conjunction with Executive Committee Duties	
7. Attend ALA Council Leadership Institute	
8. Facilitate Leadership Development Activities and Board Orientation for Council Leaders	
9. Prepare Reports as Requested	
10. Appoint Committee Chairpersons and Identify Committee Charges	
11. Monitor Progress of Committees and Achievement of Council Goals	
12. Review Budget and Recommendations from Board	
13. Schedule Board and Executive Committee Meetings	
14. Set Agenda for and Preside Over Board and Executive Committee Meetings	
15. Write President’s Message for Website, Newsletter, and/or Journal	
16. Confirm that All Council Officers are Members of the State/Provincial Council and ILA √	
17. Complete Officer Report to ALA and ILA by Due Date √	

**Vice President**

*The Vice-President is a council officer and serves on the executive committee. He/she performs the duties of the president when the president or president-elect is unavailable.* (√ ILA Requirement)

**Local Council Officer Expectations: Vice President**

	<b>Completed</b>
1. Maintain Membership in State Council and ILA Throughout Term of Office √	
2. Review Council Leader Resources on ILA/ALA Website √	

3. Participate in Leadership Development Activities Offered by ALA	
4. Review Council Bylaws, Policies, Motions, Budget Reports, and Meeting Minutes in Conjunction with Executive Committee Duties	
5. Attend State Conference and Assist as Needed	
6. Attend All Council Board and Executive Committee Meetings	
7. Support All Council Events	
8. Chair or Serve On Any Committee As Requested by the President	
9. Attend Council Leadership Institute	
10. Prepare Reports as Requested by the Council Board	
11. Assist President With Any Delegated Duties	
12. Confirm that the President Submits the Officer Report to ILA by Due Date √	

## Membership Chairperson

The Membership Chairperson is an officer of the local council and serves on the executive committee. He/she is responsible for membership promotion, recruitment, and retention at all levels: local, state, ILA. (√ ILA Requirement)

### Local Council Officer Expectations: Membership Chairperson

Completed

1. Maintain Membership in Local, State, and ILA throughout Term of Office √	
2. Review Council Leaders' Resources on ALA/ILA Website √	
3. Develop Campaign for Promoting Local, State, and ILA Membership	
4. Request Current ILA Member List from ALA Director of Membership for Outreach Purposes	
5. Attend All Local Council Board and Executive Committee Meetings	
6. Support All Council Activities	
7. Host a Membership Booth at All Council Events	
8. Participate in ALA Council Leadership Institute	
9. Attend ALA State Conference and Assist ARA Membership Chair As Needed	
10. Prepare Reports as Requested by the Board	
11. Ensure That All Council Officers are Members of the State/Provincial Council and ILA √	
12. Monitor ILA Membership Growth for Honor Council Award	
13. Collaborate with Treasurer to Ensure Accurate Processing of Membership Dues	
14. Maintain Accurate Membership Database √	
15. Send Council Membership Database to ALA	

## Secretary

The Secretary serves as a council officer and is a member of the executive committee. He/she maintains accurate council records and corresponds with council leaders and members. (√ ILA Requirement)

### Local Council Officer Expectations: Secretary

Completed

1. Maintain Membership in the Local, State, and ILA Throughout Term of Office √	
2. Review Council Leader Resources on ALA/ILA Website √	
3. Attend All Council Board and Executive Committee Meetings	
4. Support All Council Events	
5. Chair or Serve On Any Committee as Requested by the President	
6. Attend ALA State Conference and Assist as Needed	
7. Review Council Bylaws, Policies, Motions, Budget Reports, and Meeting Minutes in Conjunction with Executive Committee Duties	
8. Take Accurate Minutes of Each Executive Committee and Board Meeting	
9. Provide an Opportunity for Board to Review and Approve Meeting Minutes	
10. Send Meeting Minutes, Upcoming Agenda, and Notice of Next Meeting to All Board Members in Advance	
11. Record All Motions and Changes to Bylaws or Policy Manual as Required	
12. Report on All Council Correspondence Sent/Received	
13. Maintain Records for All Council Committees	
14. Archive Important Correspondence	
15. Coordinate the Distribution of Newsletters, Journals, etc.	
16. Notify Board Members and Executive Committee of Meeting Arrangements	
17. Send Electronic Copy of Updated Council Bylaws and Policy Manual to ILA √	

## ***Treasurer***

*The Treasurer serves as a council officer and is a member of the executive committee. He/she maintains accurate financial records and ensures sound fiscal management of the council. (√ ILA Requirement)*

### **Local Council Officer Expectations: Treasurer**

	<b>Completed</b>
1. Maintain Membership in the Local, State, and ILA Throughout Term of Office √	
2. Attend All Council Board and Executive Committee Meetings	
3. Support All Council Events	
4. Request an Informal or Formal Audit of Records Annually	
5. Chair or Serve On Any Committee as Requested by the President	
6. Attend ALA State Conference and Assist as Needed	
7. Attend ALA Council Leadership Institute	
8. Review Council Bylaws, Policies, Motions, Budget Reports, and Meeting Minutes in Conjunction with Executive Committee Duties	
9. Collaborate with Council Leaders to Develop a Balanced Budget √	
10. Update Bank Records Annually with Current Officers, Signature Cards, and Accurate EIN	
11. Maintain Accurate Record of Income and Expenditures √	
12. Ensure that all Payments are Properly Documented and Approved by the President or Designee	
13. Provide a Comprehensive Budget Report at Each Executive Committee and Board Meeting	
14. Complete Annual IRS 990 Filing by Due Date √	

ANY Local Council Meeting  
[DATE]

Sample Agenda

Call To Order

Welcome

Officer Reports

President [A brief summary of the action taken at the recent board meeting is given. This is for informational purposes and may be in written form.]

Secretary [The minutes should be printed & distributed at the beginning of the meeting or emailed ahead of time so that it is unnecessary to read them.]

Treasurer [The report should be printed and distributed at the beginning of the meeting.]

Membership Chair [An invitation to membership is extended and a report on the membership campaign is given.]

New Business Items Requiring a Vote By The Membership  
[This would include only those items on which the general membership needs to vote.]

Program [This portion of the meeting should consume 75% of the time.]

## Announcements

## Adjournment

### --President's Pledge--

I promise to uphold the goals and mission of the Arkansas Literacy Association and of my local council. In the event I am unable to fulfill my duties as president, I will enlist the aid of my executive board, the state coordinator, and state board members to ensure my council has a successful year

### ***Summary of Arkansas Diamond Award Criteria Only, 2018-19***

All documents should be submitted through [arareading.org](http://arareading.org) Leader Resources folder:

Contacts: Tara Derby, President – [tara@arareading.org](mailto:tara@arareading.org)  
Jeanne Trawick, Coordinator – [jeanne@arareading.org](mailto:jeanne@arareading.org)  
Krista Underwood, Membership – [krista@arareading.org](mailto:krista@arareading.org)

	Criteria	Submit via the below Google Form.	Deadline
1	Submit <b>calendar of local council meetings (3 or more)</b> including dates, speakers, and locations*	<a href="#">Google Form: Submit here.</a>	Sept. 15, 2018
2	Submit <b>two</b> local council <b>committee chair names</b> to ALA President -- one required (Celebrate Literacy) and one optional from Part II of ILA Honor Council Guidelines*	<a href="#">Google Form: Submit here.</a>	Sept. 15, 2018
3	Attendance of <b>two</b> local council representatives to at least <b>one ALA</b> meeting (Council Leadership Institute or Annual Conference Leaders Outreach Event)*		Nov. 30, 2018
4	Submit <b>council news item</b> (one to two paragraphs) for ALA e-newsletter	<a href="#">Google Form: Submit here.</a>	Dec. 15, 2018
5	Submit at least one nominee for <b>Celebrate Literacy Award</b> . We encourage submissions for Young Authors Showcase, as well.	<a href="#">Access applications here.</a>	Jan. 15, 2019 March 1, 2019
6	Ensure that the local membership chair submits the following: <b>___ Target Membership -- New Colleague to your school/area</b>	<a href="#">Google form here.</a>	March 1, 2019
7	Post one <b>council news item</b> about a meeting, event, or activity to <b>ALA Facebook</b> page. Local Council FB needs to friend ALA Facebook page and we will tag you in the post	<a href="#">Google Form: Submit here.</a>	March 1, 2019
8	Submit the list of <b>local council officers for 2019-20</b> (must be ILA, ALA, and local council members) .	<a href="#">Google Form: Submit here.</a>	May 15, 2019

## Arkansas Literacy Association Local Council President's Honor Council and Diamond Award Checklist, 2018-19

All of the *Diamond Award* Criteria are on this checklist; however, because of the options in the *Honor Council* program, only a partial listing is provided here. Please check your *Honor Council Guidelines* to ensure Honor Council status. \*Starred items are best if completed at Council Literacy Institute.

Dates	Activity	Contact	Award (if applicable)	Completed
<b>2018</b>				
July 13-14*	Attend Council Leadership Institute		Diamond	
July 14*	Plan year and publicity (image brochure, newsletter, social media, etc.)		Honor	
July 30*	Local Council 2017-18 Literacy Project Grant <u>Evaluation</u> and <u>Receipts</u> deadline	<a href="#">Complete here.</a>		
Aug. 1-15*	Recruit building ambassadors, committee chairs and plan with board			
July 25*	Local Council Literacy Project Grant Application deadline	<a href="#">Application here.</a>		
Sept. 8	International Literacy Day (optional)	<a href="#">ILA</a>	Honor (optional)	
Sept. 15 *	Submit <b>two</b> local council <b>committee chair names</b> to ALA President-- required (Celebrate Literacy) and one optional from Part II of ILA Honor Council Guidelines	<a href="#">Google Form: Submit here.</a>	Diamond Honor	
Sept. 15	Submit final program calendar to ALA President (3 or more meetings) including dates, speakers, locations. <u>After meetings</u> submit list to ALA and include also number in attendance and topic addressed.	<a href="#">Google Form: Submit here.</a>	Diamond	
Sept. 15*	Local Council Honoree Deadline (best if completed at CLI).	<a href="#">Google Form: Submit here.</a>		
Nov. 15	Exemplary Reading Program Application	<a href="#">Go to ILA here.</a>		
Nov. 30	Attendance of two local council representatives at ONE Local Council –ALA Conference or CLI Local Council Outreach event		Diamond	
Dec. 15	Submit <b>council e-news item</b> (one to two paragraphs) for ALA e-newsletter	<a href="#">Google Form: Submit here.</a>	Diamond	
<b>Dec.15</b>	<b>Honor Council Deadline for 2017-18 school year</b>	<a href="#">Go to ILA.</a>	Honor	

(President's Checklist continued.)

<b>2019</b>				
-------------	--	--	--	--

Jan. 15	Celebrate Literacy Award nominations. (Must submit at least one for Awards.)	<a href="#">Access applications here.</a>	Diamond Honor	
Mar. 1	Administrator in Reading Award Deadline	<a href="#">Access applications here.</a>		
Mar. 1	Post one <b>council news item</b> about a meeting, event, or activity to <b>ARA Facebook</b> page (can be a share from your local council Facebook page).	<a href="#">Google Form: Submit here.</a>	Diamond	
Mar. 1	Ensure that the local membership chair submits the following: — <b>Target Membership: New Colleague</b>	<a href="#">Form here.</a>	Diamond	
<b>May 15 ARA</b>	<b>Submit name of officers for 2018-20 to ALA online.</b> (Each officer must be a member of ILA, ALA, and local council.)	<a href="#">Google Form: Submit here.</a>	Diamond	

# ***ILA Honor Council Guidelines***

*July 1, 2018 – June 30, 2019*

*Deadline: Dec. 15, 2018*

*Note from ILA: Official Honor Council Guidelines are on the ILA website under About Us: Awards & Grants, Honor Council Guidelines.*

***ILA is accepting online submissions only. Follow this link for more information.***

***[https://literacyworldwide.org/docs/default-source/awards-and-grants/ila-honor-award-guidelines.pdf?sfvrsn=edb1a38e\\_12](https://literacyworldwide.org/docs/default-source/awards-and-grants/ila-honor-award-guidelines.pdf?sfvrsn=edb1a38e_12)***

*There will be changes but they will be minor and to the advantage of the local councils.*

## **PART I: SERVICE TO COUNCIL MEMBERS**

### **Required Criteria**

#### **A. Long Range Plan**

- a. Provide a written plan for chapter work. Include the mission, goals, strategies, meetings, and activities for the next one, two, or three years.

#### **E. Newsletter**

Create a newsletter or similar communication piece containing information about chapter activities, highlighting professional resources, and promoting membership.

#### **F. Supporting Future/New Educators**

Document chapter support for the professional growth of future/new educators

Examples include: college scholarships, conference registration, complimentary/discounted memberships, providing teacher resources/instructional materials, offering meetings, workshops, webinars, institutes, etc. designed to serve future/new teachers.

### **Optional Criteria -- CHOOSE 4 (B – G)**

#### **B. Image Brochure**

Develop an image brochure that reflects the chapter mission and highlights affiliation with ILA and the state/ provincial chapters.

#### **C. Video/Slideshow**

Develop a video/slideshow that highlights the chapter's history and accomplishments. Explain how the video/ slideshow is used to promote the chapter.

#### **D. Website/Social Networking**

Maintain a website or social networking site that is current, relevant, and contains up-to-date information about activities, opportunities to expand member involvement, and gives potential members access to join.

#### **G. Professional Development for**

Document support for the professional development of chapter members.

Examples include: college scholarships, conference registration, offering meetings, workshops, webinars, institutes, etc. based on the current needs of chapter members.

## **PART II: SERVICE TO LOCAL COMMUNITY**

### **Optional Criteria -- CHOOSE 3 (A - G)**

#### **A. Celebrate Literacy**

Recognize an organization, institution or individual that has made significant literacy contributions at the local, state or provincial level with a Celebrate Literacy Award. Information regarding this award can be found on the ILA website.

Accomplishments may include 1) direct teaching at any level, 2) organizing local literacy programs, 3) promoting public support relative to enhancing literacy, 4) producing teaching materials or special media for literacy programs, 5) conducting research in literacy, 6) conducting special surveys for literacy planning, 7) providing young people opportunities to help with literacy activities, and 8) conducting informal educational activities of a social, cultural, economic or political nature in which literacy activities are included. Each chapter should develop specific selection guidelines for the award. Recognition certificates may be requested from ILA.

#### **B. Community Literacy Project**

Organize and implement a community literacy project. Examples include: International Literacy Day, Read Across America events, reading at the mall, summer reading incentive programs, read-a-thons, etc.

#### **C. Advocacy**

Participate in advocating for significant literacy issues. In the US, chapter members may be active in educating legislators or provincial officials about literacy issues pertinent to local chapter members.

#### **D. Early Childhood/Family Literacy**

Conduct a program or project that focuses on the important role of families in the literacy development of children.

#### **E. Young Authors**

Sponsor or cosponsor an activity that encourages, supports, and recognizes student writers in the chapter's geographic area. Examples include: young authors' contests, writing workshops, authors' tea, writing celebrations, etc.

#### **F. Community Service**

Perform a service project that brings literacy benefits to community members. Examples include: reading in nursing homes or daycare centers, providing reading materials for use in homeless shelters, collecting magazines/books for hospital waiting rooms, assisting with adult literacy programs, etc.

#### **G. Media Outlets in Education**

Promote the use of print media for instructional purposes in the classroom and at home. Examples include: invite MOIE to a chapter meeting to share instructional strategies, include MOIE activities in newsletters or on chapter website, provide MOIE resources to schools, etc.

### **PART III: PARTNERSHIP WITH STATE/PROVINCIAL COUNCIL AND ILA**

#### **Required Criteria -- ALL (A – D)**

##### **A. Chapter Members**

Have 10 ILA members in the chapter.

##### **B. State/Provincial Recommendation**

The state/provincial board of directors provides a letter of recommendation that the chapter is in good standing with the state.

##### **C. Support State/Provincial Goals**

Summarize how the chapter supports programs and projects that reflect the strategic plan of the state/ provincial council.

##### **D. Support ILA Mission**

Describe how the chapter supports the ILA mission. The ILA strategic statements are located on the ILA website.

### **PART IV: SERVICE TO INTERNATIONAL COMMUNITY**

#### **Optional Criteria -- CHOOSE 2**

##### **A. International Literacy Day**

Participate in an International Literacy Day (September 8<sup>th</sup>) celebration.

##### **B. Help Support the Global Fund**

As a member of the ILA global network, your council has the opportunity to support educators in developing countries. ILA's global fund helps to promote literacy activities around the world. Your contribution of \$100 or more can help to support future projects such as establishing libraries in Tanzania, after-school young writers clubs in Sierra Leone, reading contests in rural Bangladesh, and reading kits in Bolivia.

\*If choosing this option, please make your check payable to ILA and indicate "Honor Council – Part IV B" in the memo section.

##### **C. Worldwide Literacy**

Contribute to worldwide literacy effort by providing materials, funds to purchase school supplies, or assist with costs related to the professional growth of teachers. [Form 4C](#) on the ILA Honor Council webpage.

##### **D. International Literacy**

Conduct a project that will promote literacy in another country. This project may involve a partnership with other agencies, such as Peace Corps, Red Cross, Rotary, etc.

##### **E. ILA International Partnership**

Establish a partnership with an international affiliate. Examples include: sharing professional information, providing teaching resources, communicating virtually, etc.