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| **LOUISIANA READING ASSOCIATION POLICY AND PROCEDURES MANUAL**April 2019 |

**LOUISIANA READING ASSOCIATION**

**POLICY MANUAL**

**NOTE: This policy manual is a living document that can be updated at any time, with approval from the LRA Board. (Date of last adoption: July 10, 2015)**

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**INTRODUCTION**

The Policy Manual of the Louisiana Reading Association (LRA) is an articulation of the operating procedures of the organization. All policies must be consistent with LRA Bylaws and must be approved by the Board of Directors. The Policy Manual will be reviewed annually by the Board of Directors and revised as needed. All revisions must be approved by the Board of Directors.

**PART I: DEFINITIONS**

**Members** of LRA are defined as any person (educator, paraprofessional, parent, or literacy advocate) who has paid membership dues in full for the current membership year.

The **Board of Directors**, also known as the Board,is defined as the elected and appointed officers of LRA. The elected officers are the president, vice president, secretary, and treasurer. Appointed members shall be the director of membership, state coordinator, assistant treasurer, district representatives, and two at-large members. Any LRA member in good standing who is also a member of the International Literacy Association shall be eligible to hold office.

**PART II: FINANCIAL POLICIES**

**Advertising**

1. Advertising can be accepted for both the LRA journal and conference program. The rates for advertisement will be approved annually by the Board of Directors.
2. No advertisements will be accepted for the LRA newsletter.
3. All publications containing advertisements should contain a disclaimer that LRA does not endorse any advertised products or services.
4. Activities of the LRA committees and local councils can be advertised with no charge in the LRA journal and newsletter.

**Bonding of Officers and Appointees**

1. LRA shall provide bond for officers and individuals in appointed positions who are responsible for LRA funds.
2. Individuals in the following positions shall be bonded for insurance purposes: LRA Treasurer, State Conference Treasurer, and Director of Membership.

**Budget**

1. The annual budget should be prepared by the incoming president and approved by the Board of Directors at the July Board meeting.
2. No officer or committee chair can spend more than 10% of his/her budget without prior approval of the Board.
3. Budget requests will be in agreement with approved committee charges.

**Councils in Good Standing**

To be a council in good standing, a local council must:

1. Submit Officer’s Report with a minimum of three officers to LRA State Coordinator by May 15. Officers must be LRA members.
2. Have at least one local council member attend the July Leadership Training.
3. Have at least ten members of LRA by October 31.
4. Conduct activities in accordance with LRA bylaws and policy manual.
5. Conduct an annual membership campaign.
6. Communicate and distribute LRA information to members.
7. Promote, encourage, and participate in at least one of LRA’s programs, events, or literacy projects.

**Councils Not in Good Standing**

* If a council does not comply with the requirements above, they will not be in good standing and cannot participate in LRA contests and awards.
* Once a council is found to be out of compliance, it will have until the end of that fiscal year to comply. In order to participate in an LRA contest or award, a council must be in good standing by the activity’s application deadline. The LRA District Representative will support the council as they work to comply.
* After one year not in good standing, a council will turn over all remaining funds to LRA. If the council leadership fails to do so, legal action can begin.

**Council Support**

1. If an inactive council has no existing treasury, $100 will be provided to reactivate.
2. LRA will provide mentoring support at no cost to struggling councils.

**Council Treasury**

The Board shall provide oversight of each local council’s treasury. Local councils can elect to:

1. Collect $20 dues and turn monies over to the LRA treasurer, with $12 allotted to the local council and $8 allotted to LRA. The council’s treasury will be a line item in LRA’s annual budget, and disbursement checks will be written by LRA’s treasurer.
2. Receive dues and maintain a treasury. The local council will obtain their own bank accounts and will supply the LRA treasurer with copies of their monthly bank statements at the end of each quarter.

**Donations**

1. Donations to LRA will be placed in the general account unless otherwise specified.
2. In case of the dissolution of any LRA local or special interest council, any remaining assets will revert to the Louisiana Reading Association.

**Dues and Membership**

1. LRA membership shall run from July 1 to June 30 of each year.
2. LRA will have unified dues with the local council. Regular dues will be $20; $12 to LRA and $8 to the local council. Student, paraprofessional, and non-educator dues will be $8; $4 to LRA and $4 to the local council.
3. Any changes in dues should be approved by the Board of Directors.

**Meeting Expenses**

1. LRA will pay 30 cents per mile for Board members/Leadership Team members traveling to Board of Directors and Leadership meetings. Travel vouchers, with accompanying verification of mileage traveled, must be submitted to the treasurer and contain the appropriate signatures.
2. Board members/Leadership Team members are encouraged to carpool to reduce expenses to LRA.
3. LRA will pay up to $92/room for lodging for two Board members/Leadership Team members per room to attend a Board or Leadership Team meeting. LRA will pay for one room per council for regular Leadership Team meetings and for two rooms per council for the July Leadership Training.
4. The lodging expenses for guests of Board/Leadership Team members will be paid for by the individual Board/Leadership Team member.
5. If only one person in a council is able to attend a Leadership Team meeting, LRA will reimburse that person the total cost of the room.
6. No expenses will be paid for travel or lodging for the LRA annual conference.

**Publications**

1. LRA will publish one digital professional journal each year unless the Board of Directors directs otherwise.
2. LRA will publish a minimum of four e-newsletters each yea

**Reimbursement**

1. All contracts binding LRA must be within 10% of the approved budget. Any exception must be approved by the Board.
2. Reimbursement requests must be in agreement with the committee charges.
3. All requests for reimbursement must be submitted on the proper voucher form with all information complete, including required signatures, receipts, and/or documentation.
4. All requests for reimbursement must be submitted within the budget year (July-June) and submitted within 30 days of the incurred expense. Any exceptions must be approved by the Board.
5. LRA will not provide petty cash funds.
6. The treasurer or assistant treasurer will process reimbursements within 15 days after any properly completed reimbursement vouchers are submitted.

**Seeking and Receiving Business Support**

1. Business support for LRA is not authorized by any individual member unless directed to do so by the Board of Directors
2. All contracts with any business support group must be approved by the Board and signed by the president and the treasurer.
3. Donations from businesses may be accepted, but it must be made clear that the acceptance does not constitute an endorsement of the business nor its products.
4. The above statements do not apply to councils or LRA conference chairs in their seeking and receiving business support.

**Tax-Exempt Status**

1. The Louisiana Reading Association has been granted federal tax-exempt status based on its purpose of existence to operate exclusively for educational purposes.
2. The law related to federal tax exempt status includes provisions that:
3. No part of the earnings should be to the benefit of any individual;
4. No substantial part of the activities related to propaganda;
5. There is no participation or intervention in any political campaign.

**PART III: PROCEDURAL POLICIES**

**Bylaws Amendments**

Amendments to the LRA Bylaws will be adopted:

1. By a vote of the Board of Directors;
2. After a 30-day notice to LRA members of the proposed amendment to allow time for discussion and feedback.

**Committee Policies**

1. The president will appoint committee chairs for two year terms.
2. Each committee chair must be a member in good standing of LRA.
3. One person shall not chair more than one LRA committee at a time, unless approved by the Board.
4. Each committee chair will serve as a member of the LRA Leadership Team. Concerns and opinions of a committee chair regarding LRA business shall be expressed through the LRA vice-president to the Board of Directors.
5. In the event of a vacancy in a committee chair position, the president shall appoint a replacement to fulfill the responsibilities of the chairperson.
6. The number of committees and the committee responsibilities may be increased or decreased by the Board of Directors.
7. The president may form ad hoc committees for two years, with approval of the Board. The president will appoint the chair of any Ad Hoc committee.
8. The number of members of a committee is at the discretion of the committee chair. It is encouraged that the chairperson involve LRA members from throughout the state.
9. Committee members must be members in good standing of LRA.
10. Specific committee responsibilities and timelines are outlined in Part VIII of this Policy Manual.

**Conflict of Interest**

Any elected or appointed representative of LRA or its local councils shall abide by the regulations in ILA’s Conflict of Interest policy.

**Ethics**

Any elected or appointed representative of LRA or its local councils shall abide by the regulations in ILA’s Code of Ethics.

**Local and Special Interest Councils**

1. LRA will make every effort to support its local and special interest councils.
2. District Representatives should communicate routinely with council presidents within their district.
3. District Representatives should make every attempt to attend at least one meeting of each local council within their district.
4. Leadership Training should be held each summer to train and support new local council leaders.
5. Responsibilities of local councils include:
6. Have representation at all LRA functions;
7. Elect new officers every two years;
8. Conduct at least three official Board meetings each year;
9. Plan the council’s programs for the coming year;
10. Hold at least two programs or workshops annually.

**Meetings**

1. LRA will hold a Board meeting prior to each official Leadership meeting.
2. Additional meetings may be planned at the discretion of the Board and called by the president.
3. To discuss confidential or sensitive issues, the Board may decide to go into Executive Session, wherein no visitors may be present and no minutes shall be taken.

**Member in Good Standing**

To be an LRA member in good standing, each member must have dues paid for the current membership year.

**Nominations and Elections**

1. Nominations and elections are the responsibility of the LRA Vice-President.
2. The Vice-President will ask for nominations in January of each alternate year, both at Board meetings and in the LRA newsletter.
3. Elected positions include the vice-president, treasurer, and secretary. All members in good standing are eligible to vote.
4. If only one nomination per office is received, the nominee will automatically assume the position on July 1.
5. If two or more nominations per office are received, an election must be held to determine the winner. A winner is selected with a majority of the votes received.

**Protecting the Good Name of LRA**

The name of the Association shall not be used by individual members for purposes of certifying their professional preparation or competence in any field related to literacy. Violations shall be reported to the State Coordinator for referral to the Board of Directors for the committee’s study and recommended action.

**Recall of Elected Officers**

1. A request to recall an elected officer or the state coordinator may be made by one of the following:
2. A written petition (containing a statement of cause) signed by a 2/3 majority of each local or special interest council’s Board of Directors and passes by a majority vote of each local or special interest council’s membership. Petitions must be received from a minimum of 25% of all the local and special interest councils in LRA.
3. A written petition (containing a statement of cause) signed by 10% of the general membership of LRA and passes by a 2/3 majority of the Board of Directors.
4. A written petition (containing a statement of cause) signed by a 2/3 majority of the LRA Board of Directors.
5. All petitions must be submitted to the Board of Directors prior to the next Board meeting.
6. The Board shall notify the petitioned officer, in writing by certified mail, specifying the cause of the request to recall.
7. The petitioned officer has ten calendar days from the receipt of the certified letter to submit a written reply to the charges. The reply should be sent to the current LRA President for distribution to the Board of Directors. If the current president is being recalled, the reply should be sent to the LRA State Coordinator.
8. If the recall is successful, the vacant position will be filled for the remainder of the term by an appointment from the president.

**Political Speakers**

1. LRA will maintain an apolitical stance when politicians speak at meetings or conferences. Individual members, however, may express their political opinions.
2. No LRA money will be used for a politician’s honorarium or speaking fee. Expenses may be covered, if requested.

**Partnerships**

LRA is committed to developing partnerships with other professional organizations to improve student achievement in Louisiana. To become a partner with LRA, organizations must be:

1. Supportive of literacy achievement
2. Active in Louisiana

Partnership activities may include:

1. Collaboration on literacy projects
2. Links on other organizations’ websites
3. Collaboration on professional development and advocacy opportunities

**Vacancy of Office**

A vacancy occurring on the Board shall be filled for the remainder of the term by a majority vote of the Board members then in office.

Any Board member may resign at any time by submitting written notice of such resignation to the president. Such resignation shall take effect at the time specified in the resignation, and if no time is specified, upon the president’s receipt of the message.

**Voting Procedures**

A quorum shall consist of a majority of the Board members who are present at the meeting. When a quorum is once present to organize a meeting, it is not broken by the subsequent withdrawal of members.

Any Board action may be taken without a meeting if all members of the Board of Directors consent to the action in writing. The written consents shall be filed with the minutes of the Board.

Proxy votes are prohibited.

**Website**

1. Every effort will be made to update the LRA website routinely.
2. The president shall approve any documents to be uploaded to the website. The president will forward any approved documents to the LRA webmaster.

**PART IV: ORGANIZATIONAL CHART**

|  |  |
| --- | --- |
| **Board of Directors** | **Leadership Team** |
| Voting Members:* President
* Vice President
* Secretary
* Treasurer
* State Coordinator
* Membership Director
* District Representatives
* Assistant Treasurer
* 2 Members-at-Large
 | Non-Voting Members:* All chairpersons of LRA committees
* All presidents, or their designees, of local and special interest councils
* Advisory Board
 |

**PART V: LEADERSHIP RESPONSIBILITIES**

**Officers**

The elected officers of the Louisiana Reading Association shall be the president, vice president, secretary, and treasurer. Appointed officers, with Board approval, shall be the director of membership, state coordinator, assistant treasurer, district representatives, and two at-large members. Any member in good standing who is also a member of the International Literacy Association shall be eligible to hold office in LRA.

**Time of Assuming Office**

Each officer shall assume the duties of their office July 1 following his/her election or appointment and shall continue to serve for the duration of their terms.

**Terms of Office**

The terms of office of the president and vice-president shall be two years. The vice-president shall then automatically become president for a period of two years.

The terms of treasurer, assistant treasurer, director of membership, and secretary shall be two years. These terms shall not exceed two successive terms, unless the Board approves extending the terms.

The terms of district representatives and members-at-large shall be three years, not to exceed two successive terms, unless the Board approves extending the terms.

The terms of the state coordinator shall follow the guidelines established by the International Literacy Association.

**Board Membership Commitment Form**

On or before every summer leadership training, each Board member shall be required to sign and abide by a Board Commitment Form.

**Attendance Policy**

Board members are expected to attend all meetings of the Board. In the event that a Board member is unable to attend at least 75% of the Board meetings, the remaining members of the Board shall consider the reasons for the absences and will either determine that the Board member in question shall remain on the Board or be replaced.

**Vacancy of Office Between Elections**

Should the office of the president become vacant, the vice president shall become president immediately and shall serve the unexpired portion of the president’s term in addition to the years for which he/she was elected. The position of vice president shall remain vacant until the regular election unless the remaining term of office exceeds nine months.

Should the office of treasurer become vacant, the assistant treasurer shall assume the duties of the treasurer until the election can be held.

Should the office of secretary or director of membership become vacant, the president shall appoint replacements to serve the remainder of the term of office.

**PART VI: DUTIES**

**Duties of the President**

The president shall:

1. Act as the executive director of the Association
2. Preside at all meetings of the Association.
3. Be chairperson of the Board of Directors.
4. Exercise general leadership and supervision of the Association.
5. Plan programs that align with the mission and goals of the Association.
6. Appoint the district representatives, committee chairpersons, and two at-large members,

Ensure that the Board examines the income and expenditures of the Association and drafts the annual budget.

1. Appoint author(s) to develop position papers or pertinent topics for approval by the Board of Directors. The author(s) shall disseminate position papers throughout the Association and to other interested agencies.
2. If desired, appoint an Advisory Board. Members of the Advisory Board should be interested and knowledgeable about issues relating to the Association.
3. Attend at least 75% of the scheduled meetings of the Board of Directors.

**Duties of the Vice-President**

The vice president shall:

1. Serve as a member of the Board of Directors.
2. Oversee committees of the Association.
3. Review the bylaws of the Association, make recommendations for revisions, and oversee the bylaws amendment process.
4. Assist local councils with bylaws.
5. Receive nominations for elected positions of the Association, prepare a slate of nominees for office, tally the official ballots, and report official election results.
6. Attend at least 75% of the scheduled meetings of the Board of Directors.
7. Assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president.

**Duties of the Treasurer**

The treasurer shall:

1. Serve as a member of the Board of Directors.
2. Execute the duties essential to the maintenance of accurate and up-to-date records.
3. Have custody of the funds of the Association which shall be deposited in the name of the Louisiana Reading Association.
4. Collect dues and other monies due the Association.
5. Maintain current membership rolls.
6. Notify the secretary of delinquent councils.
7. Sign checks in behalf of the Association and have responsibility for the disbursement of budgeted and non-budgeted funds that are approved by the Executive Committee.
8. Attend at least 75% of the scheduled meetings of the Board of Directors.
9. Cooperate fully with an annual audit and by July 1 shall turn over to his/her successor all funds, accounts, and books of the treasurer.
10. Select an assistant treasurer to be approved by the Board of Directors.

**Duties of the Assistant Treasurer**

The assistant treasurer shall:

1. Serve as a member of the Board of Directors.
2. Assist the treasurer with record-keeping duties as deemed necessary by the treasurer.
3. Serve as a signatory for any LRA bank accounts.
4. Attend at least 75% of the scheduled meetings of the Board of Directors

**Duties of the Secretary**

The secretary shall:

1. Serve as a member of the Board of Directors.
2. Execute the duties essential to the recording of all business and happenings at all general meetings and meetings of the Board of Directors.
3. Keep a permanent book of the minutes of all meetings.
4. Forward a copy of the minutes to each member of the Board of Directors two weeks prior to the meeting date.
5. Highlight motions in the minutes after each Board of Directors’ meeting and disseminate Board members.
6. Assist the president with correspondence as needed.
7. Ensure that the Association’s Leadership Team are informed of Board business and Board decisions in a timely manner.
8. Attend at least 75% of all meetings of the Board.
9. Cooperate fully with his/her successor by turning over up-to-date records by July 1.
10. Prepare sign-in sheets for each LRA Position and council members to be completed at each LRA scheduled meeting.

**Duties of the Director of Membership**

The director of membership shall:

1. Serve as a member of the Board of Directors.
2. Serve as chairperson of the Membership/Honor Council Committee, which includes student membership, to plan activities, events, and campaigns to secure new members at local, state, and international levels, and to see that all aspects of the Honor Council Programs are completed by the established timelines.
3. Maintain current membership rolls.
4. Notify the president and state coordinator of delinquent councils.
5. Attend at least 75% of all meetings of the Board.

**Duties of the State Coordinator**

The state coordinator shall:

1. Serve as a member of the Board of Directors.
2. Monitor the work of the District Representatives.
3. Conduct the annual leadership training session.
4. Assist local councils with bylaws.
5. Perform the duties as specified by ILA.
6. Attend at least 75% of all meetings of the Board.

**District Representatives – Charges and Timelines**

|  |  |
| --- | --- |
| ***DISTRICT******REPRESENTATIVES*** | **Charges**Each District Representative will:* be appointed by the President
* serve a three-year term
* interact with local council presidents to provide support and distribute pertinent information concerning LRA
* promote participation of local councils at state meetings
* promote district meetings/mini-conferences using the Speakers’ Bureau
* assist the State Coordinator in developing new councils within the district
* attend at least 75% of all meetings of the Board
 |
|  |  |
|  | **Timeline of Responsibilities** |
| ***Ongoing*** | * Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
* Communicate with local council presidents to assess their needs and give support, as needed
* Work to establish and grow local councils through routine communication and support
 |
| ***July*** | * Ensure that local council officers are informed about and attending LRA Leadership Training
* Attend LRA Leadership Training
* Obtain budget from LRA State President or Treasurer
 |
| ***August*** | * Communicate with local council presidents to:

-give support-make plans, if possible, to attend a council meeting -assist with program planning* Contact local ELA supervisors in parishes without LRA representation to discuss establishing a council
 |
| ***September*** | * Register for LRA Conference
 |
| ***December*** | * Make hotel reservations for January Board meeting
* Ensure that local council officers are informed about and attending January Board meeting
* Send report of District’s events to LRA President, State Coordinator, and Newsletter editor
 |
| ***January*** | * Attend LRA Board of Directors meeting
* Report on District events
* Remind local council presidents to hold elections for the next school year
 |
| ***March*** | * Make hotel reservations for April Board meeting
* Ensure that local council officers are informed about and attending April Board meeting
* Send report of district’s events to LRA President, State Coordinator, and Newsletter editor
 |
| ***April*** | * Attend LRA Board of Directors meeting
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Ensure that local council officers are informed about and attending July Leadership Training
 |

**At-Large Board Members**

One or two at-large Board members will be appointed by the president. They must be current LRA and ILA members. They will serve as a voting member of the Board of Directors.

**Leadership Team**

The Leadership Team shall consist of all local council presidents, all state committee chairs, and Advisory Board members.

Serve in an advisory capacity to the Board and shall give input into Board decisions.

The Leadership Team shall meet with the Board at least twice per year. The first meeting will be at the annual Leadership Training in July.

**Local Council Presidents**

1. Are elected by members of their council.
2. Preside over meetings and events sponsored by their local councils.
3. Communicate council activities with the LRA Board through their District Representative.
4. Submit annual Officers Report for the upcoming year to the President, Vice President and the State Coordinator by May 15th.
5. Ensure that membership reports and financial reports/bank statements are submitted to the LRA treasurer in a timely manner every quarter, with the final council bank statement being submitted by June 30th.

**Advisory Board Members**

1. Are optional members of the Board appointed by the president.
2. Will give input into Board decisions.
3. May include any person deemed essential by the president, including past presidents of the Association, accountants, attorneys, or community members.
4. The number of Advisory Board members should be selected in order to give the Board an odd number of members.
5. Advisory Board members are non-voting members of the Board of Directors.

**State Committee Chairpersons**

1. Are appointed once every two years by the president.
2. Are non-voting members.
3. Must be members of the Association.
4. Should follow the job descriptions and timelines for their committees, as outlined in the following pages.
5. Should communicate committee activities with the Board through the LRA vice-president.
6. Provide updated reports to the Association’s secretary, state coordinator, and newsletter chairperson.

**PART VII: STANDING COMMITTEES**

**Governance**

The Governance Committee shall annually review the bylaws and Board policies and procedures and make recommendations to enhance the quality and future viability of LRA’s Board. This committee shall be comprised of at least three members of the current Board.

**Audit**

The Audit Committee shall be responsible for overseeing audits of LRA. This committee shall be comprised of at least three members appointed by the Board.

**Finance**

The Finance Committee shall be responsible for overseeing income and expenditures of LRA. This committee shall be chaired by the Treasurer. The assistant treasurer shall serve on this committee. At least one other member shall be appointed by the Board.

**PART VIII: AD HOC COMMITTEES**

Ad Hoc committees shall be formed to manage the programs of the association. Duties and responsibilities of each designated committee are outlined in LRA’s Policies and Procedures manual.

Committee charges and timelines of responsibilities are outlined on the following pages.

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| ***Awards & Citations*** | **Committee Charges**The Awards and Citations Committee shall review, refine, publicize, and certify adherence to the procedural guidelines, criteria, and time tables for LRA Honor Councils and other designated awards. The Committee shall screen applicants and/or candidates, evaluate recommendations, and present them to the Executive Committee and Board of Directors for approval. |
|  |  |
|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Register for LRA Conference (This change was made to all timelines.)
 |
| ***October*** |  |
| ***November*** |  |
| ***December*** | * Make hotel reservation for January Board meeting
* Determine and disseminate criteria for LRA awards and citations
 |
| ***January*** | * Attend LRA Board of Directors meeting
* Ensure that local council presidents are aware of award guidelines
 |
| ***February*** |  |
| ***March*** | * Make hotel reservation for April Board meeting
 |
| ***April*** | * Attend LRA Board of Directors meeting
* Receive applications for awards
 |
| ***May*** | * Inform LRA President about whether you wish to continue in committee chair position next year
* Convene committee to select award recipients
 |
| ***June*** | * Inform award recipients about Awards Banquet
* Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
* Partner with the LRA State Coordinator to finalize arrangements for Awards Banquet
* Order plaques (for award recipients) and certificates (for retirees) for awards overseen by Awards & Citations committee
* Order outgoing president’s shadowbox
* Order incoming president’s gavel
 |
| ***July*** | * Attend Awards Banquet
* Present awards at banquet
 |

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| ***Conference Committee*** | **Committee Charges**The Conference Committee shall plan and implement, in conjunction with the program chairperson, all phases of the annual reading conference. (The Conference Committee chairperson is the Conference Coordinator.) |
|  | **Timeline of Responsibilities** |
| ***Upon Assuming Position*** | * Open checking account for conference
* Become familiar with LRA Conference Planning Guide
 |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** |  |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** |  |
| ***March*** | * Make hotel reservations for April Board meeting
 |
| ***April*** | * Attend LRA Board of Directors meeting
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
 |

NOTE: LRA has a handbook of procedures and timelines for the Conference Committee. This handbook provides further details and should be used to guide the Conference Committee.

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| ***Educators as Authors*** | **Committee Charges**The Educators as Authors Committee shall develop and disseminate guidelines and timelines; collect, judge, and report contest results; and publish an Educators as Authors Anthology annually. |
|  |  |
|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** | * Distribute guidelines for Educators as Authors submissions
 |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** | * Collect and collate contest entries
* February 28 – deadline for submissions
 |
| ***March*** | * Make hotel reservations for April Board meeting
* Convene committee is select award recipients
 |
| ***April*** | * Attend LRA Board of Directors meeting
* Notify winners and invite them to LRA Awards Banquet in July
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
* Prepare master of entries for state anthology
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
* Work with State Coordinator to plan Awards Banquet
* Print anthology and certificates for winners
 |
| ***July*** | * Attend Awards Banquet
* Present award certificates to recipient
* Share anthology with award recipients and LRA Board of Directors
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| ***Exemplary Reading Program*** | **Committee Charges**The Exemplary Reading Program Committee will disseminate information about the ILA Exemplary Reading Program Award and administer all aspects of the program. |
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|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
* Inform ILA of intent to participate
* Disseminate information about ERPA to all Louisiana schools
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** |  |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
* Plan site visits
 |
| ***February*** | * Convene committee to select ERPA recipient
* Inform ILA and ILA Board of ERPA recipient
 |
| ***March*** | * Make hotel reservations for April Board meeting
* Collaborate with LRA Publicity Committee to publicize the ERPA-winning school
 |
| ***April*** | * Attend LRA Board of Directors meeting
* Ask ERPA recipient to complete proposal to present for next LRA conference
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
* Invite ERPA representative to July Awards Banquet
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
* Communicate with State Coordinator regarding the recipient’s attendance at Awards Banquet
 |
| ***July*** | * Attend Awards Banquet
* Make certificate; Award certificate to ERPA recipient
 |

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| ***Legislative Advocacy*** | **Committee Charges**The Legislative Advocacy Committee shall inform the Board of Directors of proposed legislation and actions by the Board of Elementary and Secondary Education (BESE) and the State Department of Education that are of concerns to the Association. The committee shall suggest appropriate Association action on decisions by the BESE and serve as a liaison between state agencies and the Association. |
|  |  |
|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
* Inform LRA Board of Directors of proposed legislation and of proposed actions by BESE that are of concern to LRA
* Suggest the appropriate LRA action on proposed legislation and of proposed actions by BESE
* Act as a liaison between state agencies and LRA
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** |  |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** |  |
| ***March*** | * Make hotel reservations for April Board meeting
 |
| ***April*** | * Attend LRA Board of Directors meeting
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
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| ***Literacy/ Community Projects*** | **Committee Charges**The Literacy/Community Projects Committee shall administer ILA and LRA literacy awareness and literacy improvement projects. The committee shall establish and disseminate guidelines for selecting candidates who have made a contribution to literacy in their respective communities. The committee shall screen candidates’ applications, evaluate recommendations, and present candidates to the Board of Directors for approval. |
|  |  |
|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Organize programs or projects for Celebrate Literacy Week and the Great Louisiana Read-In
* Establish or revise guidelines for choosing candidates who have made contributions to literacy in their respective communities
* Register for LRA Conference
 |
| ***October*** | * Share planned literacy or community projects with the LRA Board of Directors
* Distribute the guidelines and timelines for both the project(s) and the LRA Literacy Award contest
 |
| ***November*** | * Begin implementation of literacy or community project
 |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** | * Receive nominations for LRA Literacy Award
 |
| ***March*** | * Make hotel reservations for April Board meeting
 |
| ***April*** | * Attend LRA Board of Directors meeting
* Screen candidates, evaluate recommendations, and select the recipient of the LRA Literacy Award
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
* Invite award recipient to LRA Awards Banquet in July
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
* Communicate with State Coordinator regarding the recipient’s attendance at Awards Banquet
 |
| ***July*** | * Attend Awards Banquet
* Make certificate; Award to Literacy Award recipient at banquet
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| ***Membership/******Honor Council*** | **Committee Charges**The Director of Membership shall be the chairperson of the Membership/ Honor Roll Committee which includes student membership. The committee shall plan campaigns to secure new members of the local, state, and international association, and plan campaigns to encourage membership renewals. It shall also oversee all aspect of the Honor Council program for ILA and LRA. It shall also encourage student LRA and ILA membership, disseminate information to students concerning local council events and LRA and ILA reading conferences. |
|  |  |
|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
* Receive membership by the first day of each month; send dues to LRA Treasurer
* Keep updated database; send routinely to LRA President and Newsletter Editor
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
* Plan campaigns to secure new memberships at local, state, and international levels
* Plan campaign to secure student membership
* Plan campaign to retain members
 |
| ***August*** | * Recruit members for state committee
* Revise guidelines, as needed, for LRA Honor Council
* Communicate with local council membership directors to encourage local membership campaigns
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Purge last year’s membership list
* Distribute guidelines for LRA Honor Council to local council presidents
* Register for LRA Conference
 |
| ***October*** | * Deadline – October 1 for first roster from local councils
 |
| ***November*** |  |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** |  |
| ***March*** | * Make hotel reservations for April Board meeting
 |
| ***April*** | * Attend LRA Board of Directors meeting
* Obtain LRA Honor Council applications – April 1 deadline
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
* Judge LRA Honor Council application s to determine recipients
* Notify recipients; Invite them to LRA Awards Banquet in July
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
* Communicate with State Coordinator regarding the recipient’s attendance at Awards Banquet
 |
| ***July*** | * Attend Awards Banquet
* Make certificates for Honor Council recipients
* Award certificates at banquet
 |

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| ***Parents & Reading (Family Literacy)*** | **Committee Charges**The Parents and Reading (Family Literacy) Committee shall develop and monitor strategies for increasing parental and community involvement in reading, establish a communication network among professionals, and work with the Literacy/Community Projects Committee to develop projects which promote family literacy. |
|  |  |
|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
* Network with local councils to obtain and distribute information for parents
* Research family literacy projects
* Visit daycare and Head Start centers to share information with parents
* Solicit donations for books
* Search for websites and free resources for parents; distribute to local councils and post on LRA website
* Work with Literacy/Community Projects Committee on developing and implementing projects
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Develop strategies for increasing parental and community involvement in literacy
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** |  |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** |  |
| ***March*** | * Make hotel reservations for April Board meeting
 |
| ***April*** | * Attend LRA Board of Directors meeting
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
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| ***Position Papers*** | **Committee Charges**The Position Papers Committee will develop position papers on pertinent topics for approval by the Board of Directors. The author(s) shall disseminate position papers throughout the Association, ILA, and to other interested agencies. |
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|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
* Poll LRA membership to determine suggested topics for position papers
 |
| ***August*** | * Recruit members for state committee
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Register for LRA Conference
 |
| ***October*** | * Write draft of position paper
 |
| ***November*** | * Get feedback on position paper draft from LRA Board of Directors
 |
| ***December*** | * Make hotel reservations for January Board meeting
* Communicate with LRA President to ensure that the adoption of the position paper is placed for a vote on the January Board agenda
 |
| ***January*** | * Attend LRA Board of Directors meeting
* If position paper is adopted, distribute it to LRA Board, LRA members, and other interested parties
 |
| ***February*** | * If needed, draft another position paper
 |
| ***March*** | * Make hotel reservations for April Board meeting
* Get feedback on position paper draft from LRA Board of Directors
* Communicate with LRA President to ensure that the adoption of the position paper is placed for a vote on the January Board agenda
 |
| ***April*** | * Attend LRA Board of Directors meeting
* If position paper is adopted, distribute it to LRA Board, LRA members, and other interested parties
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
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| ***Publications******(Journal)*** | **Committee Charges**The Publications Committee shall plan and distribute the newsletter(s) and journal(s) of the Association. After submitting qualifications, the editors of the newsletter and the journal shall be approved by the Board of Directors for a term of three years unless, for each term, the Board of Directors approves extending that term. |
|  |  |
|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
* Send Call for Submissions
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** | * Begin process of assessing quality of submissions
 |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
* Select articles for journal
* Contact Membership Committee chair to determine number of journals to print
 |
| ***February*** | * Work with printing company to plan layout
 |
| ***March*** | * Make hotel reservations for April Board meeting
* Have journals printed; Confirm amount with Membership Committee chair
 |
| ***April*** | * Attend LRA Board of Directors meeting
* Mail journals to LRA members
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
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| ***Publication******(Newsletter)*** | **Committee Charges**The Publications Committee shall plan and distribute the newsletter(s) and journal(s) of the Association. After submitting qualifications, the editors of the newsletter and the journal shall be approved by the Board of Directors for a term of three years unless, for each term, the Board of Directors approves extending that term. |
|  |  |
|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
* Communicate with LRA Board to obtain pertinent information for newsletter
 |
| ***August*** | * Recruit members for state committee
* Publish newsletter using bulk email service
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Communicate with LRA Board to obtain pertinent information for newsletter
* Register for LRA Conference
 |
| ***October*** | * Publish newsletter using bulk email service
 |
| ***November*** | * Communicate with LRA Board to obtain pertinent information for newsletter
 |
| ***December*** | * Make hotel reservations for January Board meeting
* Publish newsletter using bulk email service
 |
| ***January*** | * Attend LRA Board of Directors meeting
* Communicate with LRA Board to obtain pertinent information for newsletter
* Publish newsletter using bulk email service
 |
| ***February*** | * Communicate with LRA Board to obtain pertinent information for newsletter
 |
| ***March*** | * Make hotel reservations for April Board meeting
* Publish newsletter using bulk email service
 |
| ***April*** | * Attend LRA Board of Directors meeting
* Communicate with LRA Board to obtain pertinent information for newsletter
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
* Publish newsletter using bulk email service
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
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| ***Public Relations (Publicity)*** | **Committee Charges**The Public Relations (Publicity) Committee shall publicize the activities and work of the Association through a variety of media. It shall also explore new ways to generate additional funds for the Association. |
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|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
* Publicize the activities and work of LRA with all news media, including public service announcements, with Board approval
* Act as LRA liaison, with the LRA President, with all committees to ensure that the LRA website remains updated
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Update and distribute image brochure
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** |  |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** |  |
| ***March*** | * Make hotel reservations for April Board meeting
 |
| ***April*** | * Attend LRA Board of Directors meeting
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
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| ***Scholarship*** | **Committee Charges**The Scholarship Committee shall prepare and disseminate guidelines, screen candidates, evaluate recommendations, and present candidates to the Board of Directors for approval. |
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|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Inform LRA members of scholarship guidelines
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** |  |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** | * Remind local council presidents of scholarship guidelines and timeline
 |
| ***March*** | * Make hotel reservations for April Board meeting
* Receive scholarship applications
 |
| ***April*** | * Deadline – scholarship applications due April 1
* Attend LRA Board of Directors meeting
* Convene committee to select scholarship recipients
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
* Inform recipients; invite to LRA Awards Banquet in July
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
* Work with State Coordinator regarding Awards Banquet
* Print certificates for winners
* Notify treasurer so funds can be distributed to scholarship recipients
 |
| ***July*** | * Attend Awards Banquet
* Present scholarship certificates to recipient at banquet
 |

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| ***Speakers’ Bureau*** | **Committee Charges**The Speakers’ Bureau shall develop guidelines, maintain and disseminate a list of speakers, and evaluate requests for the allotment per council. |
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|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
* Establish an ongoing list of approved speakers, topics, and fees
* Work with LRA Treasurer to distribute Speakers’ Bureau funds to districts and local councils
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
* Ensure that District Directors and local council presidents are informed about Speakers’ Bureau guidelines and timelines
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** |  |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** |  |
| ***March*** | * Make hotel reservations for April Board meeting
 |
| ***April*** | * Attend LRA Board of Directors meeting
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
 |

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| ***Janet Langlois Teacher Travel Grant*** | **Committee Charges**The Janet Langlois Teacher Travel Grant Committee will create guidelines, disseminate the information and application to all councils, receive completed applications, and select and notify recipients for grants.  |
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|  | **Timeline of Responsibilities** |
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| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
* Inform LRA members of grant guidelines and timelines
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities
* Register for LRA Conference
 |
| ***October*** | * Deadline – October 1 for grant application submission
* Convene committee to select grant recipients
 |
| ***November*** | * Inform grant recipients
* Work with LRA Treasurer to ensure that funds are distributed to recipients
* Inform LRA Board of Directors
 |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
 |
| ***February*** |  |
| ***March*** | * Make hotel reservations for April Board meeting
 |
| ***April*** | * Attend LRA Board of Directors meeting
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
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| ***Young Authors*** | **Committee Charges**The Young Authors Committee shall develop and disseminate guidelines and timelines; collect, judge, and report contest results; and publish a Young Authors Anthology annually. |
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|  | **Timeline of Responsibilities** |
|  |  |
| ***Ongoing*** | * Inform LRA Newsletter Editor concerning committee information for upcoming newsletters
* Send pertinent and updated information to LRA president and Publicity chairperson for inclusion on LRA website
 |
| ***July*** | * Attend LRA Leadership Training
* Obtain committee’s budget from LRA State President or Treasurer
 |
| ***August*** | * Recruit members for state committee
* Ensure that contest guidelines are distributed throughout the state
 |
| ***September*** | * Meet with committee to plan activities and areas of responsibilities, particularly related to judging guidelines and breaking ties
* The committee may want to consider a call for student artwork for the anthology to be published in the spring
* Register for LRA Conference
 |
| ***October*** |  |
| ***November*** |  |
| ***December*** | * Make hotel reservations for January Board meeting
 |
| ***January*** | * Attend LRA Board of Directors meeting
* Create a judging panel of at least 15 judges
 |
| ***February*** | * February 1 – deadline for submissions
* Have procedures in place for judging and breaking ties
* Hold judging
* Obtain artwork for anthologies
 |
| ***March*** | * Make hotel reservations for April Board meeting
* Create a spreadsheet of all winners
* Begin preparing anthology of contest winners
* Order gold, silver, and bronze medals
* Print certificates
* Print anthologies
 |
| ***April*** | * Attend LRA Board of Directors meeting
* At Board of Directors meeting, distribute certificates, medals, and anthologies
 |
| ***May*** | * Inform incoming LRA President about whether you wish to continue in committee chair position next year
 |
| ***June*** | * Make hotel reservations for July Leadership Training & Board meeting
* Review and refine procedural guidelines and timelines for any needed changes to be put in place for the following year
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