



Congratulations on becoming a council leader. This identifies you as an advocate for the quality professional development available through the many services of the International Reading Association.

We are providing electronic access to information on various IRA resources to help you have a successful year. You can access these resources at the Council/Affiliate link on the International Reading Association web site:

<http://www.reading.org/AccessFor/CouncilLeaders.aspx>

These resources will assist you in managing council programs and activities. Please share this information with appropriate council officers and committee chairs.

Review the resources carefully and discuss the applicable components during your council's officer retreat or leadership workshop.

As a council leader and an Association member, you know about the benefits of membership in the Association. But do you make these benefits known to every member of your council? Good things shouldn't be kept secret. We believe that the rewards of professional development available through Association membership should be shared with all council members. To assist you in this activity, you can obtain membership brochures easily by accessing the [membership brochure request form](#) on the IRA web site. Remember to order enough brochures for the IRA membership display you have at each council activity during the year. You can also [download IRA membership forms](#) from the web site or let prospective members know that they can join or renew online.

All council members should have access to the professional information in the Association's journals, books, and conferences. We ask that you, in your role as a council leader, help council members join the Association, and that you keep your membership with the Association current, as all council leaders are required to do to remain in good standing. This partnership will benefit members, your council, and the Association.

Here are the links to the various resources available to all council leaders:

IRA Contacts

Here you will find mailing addresses, telephone and fax numbers, and e-mail addresses for Council and Membership Services staff and IRA Board of Directors.

- IRA Customer Service Staff
www.reading.org/General/AboutIRA/ContactUs.aspx

If you wish to contact Association Headquarters staff directly about specific questions, please direct your calls to IRA's Customer Service Center at 1-800-336-READ (7323). They will be able to direct you to staff members best able to answer your question.

- Council and Membership Services Staff
www.reading.org/AccessFor/CouncilLeaders/CouncilContacts.aspx

Some council and affiliate division staff members work in Newark, DE, but not all of them. Some live in the regions of the councils with which they work. Use the link above to see who to contact about council programs, projects, reports, etc.

- IRA Board of Directors
www.reading.org/General/AboutIRA/Governance/BoardDirectors.aspx

Here you will find the current list of IRA Board members with links to their email and vitas linked to their names.

- Board Visitation Request Form
www.reading.org/downloads/association/council_leaders/form_board_visit.pdf

Thinking about inviting an IRA Board member to your next event. Download the guidelines, checklist, and invitation form using the link above.

IRA Council Directory

www.reading.org/General/LocalAssociations/NorthAmerica.aspx

More than 1,000 IRA councils and affiliates bring outstanding professional development to literacy educators at the local, state/provincial, regional, and national levels. These organizations rely on IRA for leadership in professional, organizational, and membership issues. In turn, through council services, grants, and awards, IRA recognizes its councils and affiliates for achievement and excellence in service to the profession, for research, and for advocacy on behalf of teachers and literacy learners.

IRA Programs

www.reading.org/AccessFor/CouncilLeaders/CouncilPrograms.aspx

In this section you will find a full range of professional development programs and services, including IRA awards and grants, special interest groups, Alpha Upsilon Alpha Honor Society, Advocacy Initiatives, and other resources for council leaders.

Council/Affiliate Management Tools and Resources

www.reading.org/AccessFor/CouncilLeaders/CouncilManagement.aspx

Here are some resources to help council leaders organize and plan their council activities. Within this section are links to Leadership ideas, Leadership Workshops, and Council/Affiliate Officer Report Forms. Also included are tools for officers that describe their roles as well as guidelines for financial management, insurance, and sample agendas.

Council/Affiliate Awards

www.reading.org/AccessFor/CouncilLeaders/CouncilLeaderAwards.aspx

Follow the link above to find information, application forms, and deadlines on the various awards available to councils and members. Promote these awards with camera-ready ads for your council publications using this same link.

Council/Affiliate Projects and Programs

www.reading.org/AccessFor/CouncilLeaders/CouncilProjects.aspx

There are many worthwhile activities for councils to undertake, from book drives to professional development events. This link will take you to resources on Conferences, Literacy Partnerships for Councils, International Project Partnerships, International Literacy Day, Newspapers in Education, Read-In Chains, and Sponsored Memberships.

IRA, Affiliate, and Council Publications and Other Communication Vehicles

www.reading.org/AccessFor/CouncilLeaders/CouncilCommunications.aspx

This link will provide information on

- Council Publications
- Camera Ready graphics for Council Awards, IRA Membership, Upcoming Meetings and Events, IRA Publications
- Public Service Announcements (PSA)
- Linking to the IRA Website
- IRA Publications
- Writing for IRA

Merchandise for Councils

www.reading.org/Libraries/Advertising/Merchandise_Program.sflb.ashx

Please access this link for information on IRA's Co-op Program for Councils and Affiliates.

Best wishes for a successful and rewarding council year.

Sincerely,

Council and Membership Services Staff