
**2016-2017
ARA POLICIES &
PROCEDURES
MANUAL**

ARA MISSION STATEMENT

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

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Arkansas Reading Association

Goals

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

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 councils 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 councils who achieve Honor Council
 - Provide financial incentive to councils who merit the ARA 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 and grant opportunities
 - Provide annual literacy conference
 - Encourage members to submit proposals for presentations at annual conference
 - Compose and distribute E-newsletter, the Reader
 - Apply for ILA Teacher Empowerment Achievement Award
 - Fund Jo Flanigan Scholarship
 - Fund the ARA School-based Literacy Grant (formerly Studies and Research)
- ❖ Provide leadership in the continuously changing nature of literacy in a digital age
 - Engage in social media
 - Continuously update the ARA 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 ARA/ILA
 - Provide information about ARA to State Education Committee legislators
 - Invite Legislative Education Committee members to ARA Events
 - Apply for ILA Public Awareness Achievement Award

(Advocacy continued)

- ❖ 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 ARA representatives on Charlie May Simon and AR Diamond Award Committees
 - Encourage ARA members who have recently become National Board Certified teachers to alert ARA 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 ARA website:
 - conference information
 - award information
 - newsletters
 - events
 - membership
 - archives
- ❖ Provide recognition for exemplary literacy research
 - Support the ILA Exemplary Reading Award Program
 - Fund one ARA School-based Literacy Grant (formerly Studies and Research)

CONSTITUTION AND BYLAWS

CONSTITUTION AND BYLAWS

ARKANSAS READING ASSOCIATION

an affiliate of the

INTERNATIONAL LITERACY ASSOCIATION

ARTICLE I: NAME

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

ARTICLE II: PURPOSES

The purposes of this association shall be:

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

ARTICLE III: MEMBERSHIP

Section 1: Eligibility

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

Section 2: Dues

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

ARTICLE IV: OFFICERS

Section 1: Officers

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

Section 2: Term of Office

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

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

Section 3: Election and Installation of State Officers

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

Section 4: Duties of the President

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

Section 5: Duties of the Vice-president

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

Section 6: Duties of the Recording Secretary

The Recording Secretary shall: (1) execute the duties essential to the recording of all business and happenings

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

Section 7: Duties of the Treasurer

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

Section 8: Duties of the Historian

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

Section 9: Duties of the Parliamentarian

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

Section 10: Duties of the Membership Director

The Membership Director shall: (1) be chairman of the membership committee of the state association; (2) keep membership records updated; (3) maintain a current statewide mailing list; (4) actively encourage membership in the Arkansas Reading Association and the International Literacy Association; (5) work in cooperation with the State Coordinator; (6) be in charge of the membership booth at the annual conference; and (7) serve as ex officio member of the Executive Board.

Section 11: Interim Replacement of Officers

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

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ARTICLE V: EXECUTIVE BOARD

Section 1: Membership

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

Section 2: Duties

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

Section 3: Quorum

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

Section 4: Meetings

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

Section 5: Voting

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

ARTICLE VI: COMMITTEES

Section 1: Committees

The members of the Executive Committee shall be the chairpersons of the standing committees: Family Literacy, Legislative, Publicity, School-based Literacy Grant, Literacy, Media Outlets in Education, and Student Membership. A written report shall be submitted by each outgoing committee chairperson.

Section 2: Selection

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

Section 3: Members

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

Section 4: Finance Committee

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

Section 5: Membership Director

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

ARTICLE VII: DELEGATES' ASSEMBLY

Section 1: Membership

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

Section 2: Duties

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

ARTICLE VIII: MEETINGS

Section 1: Number

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

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the Delegates' Assembly of the time and place of this meeting.

3. The annual Council Leadership Institute will be held with the time and place to be determined by the State Coordinator.

ARTICLE IX: REPRESENTATION - ANNUAL ILA ASSEMBLY

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

ARTICLE X: AMENDMENTS

Section 1: Origin

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

Section 2: Voting

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

ARTICLE XI: REFERENCE

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

ARTICLE XII: DISSOLUTION

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

*Revised July 1994
Revised July 1998
Revised July 2008
Revised July 2015*

Arkansas Reading Association

QUALIFICATIONS AND DUTIES OF OFFICERS

PRESIDENT

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

1. Preside at all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Act as official representative of the Arkansas Reading Association.
3. Call and conduct meetings of the executive committee and executive board
4. Plan the annual board retreats and other executive committee meetings.
5. Coordinate the activities and supervise the affairs of the Arkansas Reading Association to ensure the implementation of its purposes.
6. Appoint chairs of standing committees and other temporary or ad hoc committees as the need arises.
7. Communicate with the chairpersons and supervise the programs of the various standing committees and special committees.
8. Oversee ARA awards; i.e., maintain forms on the web site, ensure proper notification and implementation of awards.
9. Oversee Diamond Award program; maintain records and provide award.
10. Chair the Jo Flanigan Scholarship program.
11. Attend the ILA Leadership Workshop for State Association Leaders.
12. Serve on the ARA Conference Committee.
13. Visit as many local councils as possible.

ARA Qualifications and Duties of Officers

VICE-PRESIDENT

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

1. Attend Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Preside at the Executive Board meetings or the Delegates' Assembly in the event the president is absent or incapacitated.
3. Assume the office of the president for the remainder of that term of office in the event the president resigns or the office is otherwise vacated.
4. Serve on the ARA Conference Committee.
5. Chair the Administrator in Reading Award Committee, which consists of the Parliamentarian and the Historian.
6. Visit as many local councils as possible.
7. If available, attend the ILA Leadership Workshop for State Association Leaders prior to assuming the office of President.
8. Assist the executive secretary in matters regarding approved professional development.
9. Work closely with the publicity committee to ensure wide dissemination of information regarding the conference.
10. Assist President with any needs.

SECRETARY

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

ARA Qualifications and Duties of Officers

TREASURER

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

1. Receive all books, computer files, and necessary information from the previous treasurer as soon as possible after June 30. ARA observes the same fiscal year as the International Literacy Association (July 1-June 30).
2. Attend all Executive Board meetings and the Delegates' Assembly meetings and present a report at all meetings.
3. Keep a backup copy of monthly requests for reimbursements and deposits, checking and savings account statements, financial statements, and other financial accounts (CD's) of the Arkansas Reading Association as reported by the bookkeeper.
4. Assist the bookkeeper when needed with collection of monies due the association.
5. Submit a written financial statement at each Executive Board meeting and a budget report for the Delegates' Assembly.
6. Work with the bookkeeper to pay only those bills which are itemized, receipted, and authorized.
7. Assist the president, bookkeeper, and newly elected treasurer in an annual audit.
8. See that accounting records are submitted for an outside audit periodically.
9. Submit all necessary information, recommendations, materials, and records to the new treasurer upon his/her officially assuming office.
10. Oversee all accounts in the name of the Arkansas Reading Association and be an authorized signer.
11. Keep on file a copy of ARA's yearly IRS Form 990 received from the bookkeeper.
12. Assist local councils with fiscal matters, maintain local council bank information, and prepare IRS form 990 for local councils.
13. Assist with annual conference as needed.
14. Keep records and oversee the monies collected for the Literacy Leader pins.
15. Serve on the Finance Committee.

HISTORIAN

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

Just FYI - The UCA Archives is located in the extreme west end of the first floor of Torreyson Library. After entering the library turn left and go to the very back of that large room. Turn right at the end, go about 50 feet and we are on the left.

Here is the link to your collection.

<http://uca.edu/archives/m99-16-arkansas-reading-association-collection/>

PARLIAMENTARIAN

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

IMMEDIATE PAST PRESIDENT

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

1. Attend all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Serve as chairman of the Nominating Committee which shall include two other members.
3. Prepare the official report of the Nominating Committee for the Delegates' Assembly. (See Article IV, Section 3.)
4. Serve on the Jo Flanigan Scholarship Committee.
5. Assist with updating the Policies and Procedures Manual.
6. Serve on the leadership team for new and struggling councils. (See page 35).
7. Apply for ILA Award of Excellence for his/her presidential year.
8. Assist with annual conference as needed.
9. Past ARA presidents are automatically members at the local and ARA levels for life.

DIRECTOR OF MEMBERSHIP

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

STATE COORDINATOR

QUALIFICATIONS:

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

SELECTION OF THE STATE COORDINATOR:

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

DUTIES AND RESPONSIBILITIES:

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

ARA Qualifications and Duties of Officers

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

Arkansas Reading Association

QUALIFICATIONS AND DUTIES OF STATE COMMITTEE CHAIRS

Committee Chairs are appointed to serve two year terms by the incoming President. The following are appointed on **odd years**: Community Projects, Exemplary Reading Program, Intellectual Freedom, Legislative, Family Literacy, and School-based Literacy Grant. The following are appointed on **even years**: Celebrate Literacy, Media Outlets in Education, Editor of *The Reader*, Publicity, and Student Membership. The Immediate Past President will serve as the Nominations Committee Chair for one year.

COMMUNITY PROJECT

(Local Council Community Service Award)

QUALIFICATIONS:

1. The chairperson must be a member in good standing of the International Literacy Association, the Arkansas Reading Association, and a local council.
2. The chairperson must be familiar and in agreement with the philosophy and goals of the International Literacy Association and the Arkansas Reading Association.
3. The chairperson shall be appointed in the odd calendar years.
4. This committee will consist of the state chair and a representative from each local reading council.

DUTIES AND RESPONSIBILITIES:

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

EXEMPLARY READING PROGRAM

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

INTELLECTUAL FREEDOM

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

INTERNATIONAL PROJECTS/PROGRAMS

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

ARA Qualifications and Duties of Committee Chairs

LEGISLATIVE

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Council Leadership Institute, and the annual conference.
2. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
3. Disseminate information to local council committee chairs and/or presidents.
4. Submit timely articles and/or information for inclusion in the newsletter.
5. Maintain current, accurate, up-to-date information on the ARA website.
6. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.
7. Turn in all receipts for reimbursement of budgeted funds by May 15.
8. If funding permits, attend relevant government relations workshop and disseminate information at ARA Council Leadership Institute.
9. Be responsible for a legislation session at the annual conference.
10. Review and monitor all proposed state legislation that will directly or indirectly influence or affect reading instruction.
11. Report on legislative procedures from the International Literacy Association.
12. Develop and disseminate legislative packet to the Arkansas Legislative Education Committees.
13. Maintain a professional relationship with Arkansas legislators; lobby in Little Rock and Washington as needed.
14. Join and encourage ARA members to join the ILA Legislative Action Team.

CELEBRATE LITERACY AWARDS

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

MEDIA OUTLETS IN EDUCATION

(Formerly Newspaper in Education)

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

NOMINATING

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Council Leadership Institute, and the annual conference.
2. Prepare a written report to be presented at Delegates' Assembly and submit a copy to the secretary.
3. Disseminate information to local council committee chairs and/or presidents.
4. Submit timely articles and/or information for inclusion in the newsletter.
5. Maintain current, accurate, up-to-date information on the ARA website.
6. Turn in all receipts for reimbursement of budgeted funds by May 15.
7. Solicit nominees in writing for various offices from all councils within the state. An attempt should be made to rotate geographical residence of officers in order to represent the various areas of the state. Nominations will be accepted until Feb. 1.
8. Screen nominees ensuring that they meet the qualifications listed for each officer.
9. Prepare a slate of candidates according to the constitution for the following:
 - 2016: Treasurer and Parliamentarian
 - 2017 and **Odd year** Elections: Vice President, Secretary, and Historian
 - 2018 and **Even year** Elections: Vice President, Treasurer and Parliamentarian
10. Mail ballots to members of the Delegates' Assembly. Tabulate the results and notify the president of the election results within one week following the elections. (Ballots must be postmarked on or before March 10.) The past president will then notify all candidates of elections results.
11. Proceed according to duties and responsibilities of the immediate past president as listed in the constitution.

FAMILY LITERACY

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

ARA Qualifications and Duties of Committee Chairs

EDITOR, THE READER

(Formerly, Publications)

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

PUBLICITY

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

STUDENT MEMBERSHIP

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES;

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

SCHOOL-BASED LITERACY GRANT

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES;

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

Arkansas Reading Association

-- SPECIAL APPOINTMENTS --

EVENT COORDINATOR

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

- | | |
|---|---|
| 1. Collaborate with the Conference Committee of the Arkansas Reading Association to ensure a successful conference. | 3. Work with the ARA Conference Committee in preparing and submitting a final conference report and documentation to the Executive Board. |
| 2. Work with the ARA Conference Committee to plan and direct the association's state and regional conferences. | 4. Serve as an ex officio member of the ARA Board. |

ARA Qualifications and Duties of Special Appointments

EXECUTIVE SECRETARY

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

COMPENSATION:

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

TECHNOLOGY COORDINATOR

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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

STUDENT BOARD REPRESENTATIVE

QUALIFICATIONS:

1. Must be a student member as defined by the International Literacy Association and the Arkansas Reading Association, in good standing of the International Literacy Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Literacy Association and the Arkansas Reading Association.
3. Must agree to become a regular member of the International Literacy Association, the Arkansas Reading Association, and a local council follow his/her appointment to the board.
4. Graduate student representative shall be appointed by the president in the even calendar years to serve a one-year term.
5. Undergraduate student representative shall be appointed by the president in the odd calendar years to serve a one-year term.

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Council Leadership Institute, and the annual conference.
2. Serve on the ARA Student Membership Committee.
3. Act as a liaison with colleges and universities to assist the ARA Student Membership Committee Chair with actively recruiting student members for ILA, ARA, and the local councils.
4. Assist the ARA Director of Membership with the Membership Booth at the annual conference.
5. Submit articles and/or information to the president for inclusion in each newsletter.
6. Turn in receipts for reimbursement of budgeted funds by May 15.

LIAISON – DEPARTMENT OF EDUCATION

QUALIFICATIONS:

1. Must be a member in good standing of the International Literacy Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Literacy Association and the Arkansas Reading Association.
3. Must have been employed by the Arkansas Department of Education in a leadership role for at least three years.
4. Will be appointed annually by the incoming president with board approval.

DUTIES AND RESPONSIBILITIES:

1. Attend all Executive Board and Delegates' Assembly meetings of the Arkansas Reading Association.
2. Provide two-way communication between ARA and ADE on issues related to literacy instruction, research, and promotion of literacy initiatives.
3. Provide timely information on legislation and education policy affecting literacy in Arkansas and across the nation.
4. Advise on matters regarding professional development.

ARA Qualifications and Duties of Special Appointments

CONFERENCE PUBLICITY

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

1. Attend all Delegates' Assembly meetings, Executive Committee meetings, the annual Council Leadership Institute, and the annual conference.
2. Prepare a written report to be presented at each Delegates' Assembly and submit a copy to the secretary.
3. Disseminate pertinent information to all local council presidents and/or committee chairs.
4. Maintain current, accurate, up-to-date Conference information on the ARA website.
5. Submit all materials, reports, and suggestions to the succeeding committee chairperson by the Transition Meeting.
6. Work with the state coordinator and state media services to promote the Arkansas Association Conference and its mission.
7. Provide media coverage on Conference topics
8. Distribute information to local councils for media distribution that promotes conference
9. Assist the annual conference chairperson in publicizing the conference.
10. Post on the ARA Facebook page at least once a week; tweet at least one message a week.
11. Work with ARA webmaster to add conference highlights to ARA webpage.
12. Find regional publicity committees to help promote conference
13. Work with ARA State Publicity Committee Chair assisting with pictures, contacting all the newspapers in the state as well as all the major media outlets around Little Rock about the conference.
14. Create and publish promotional boost (announcements, featured speakers, coming soon, sign up for this, you don't want to miss out...)
15. Create or assist with hand-outs and promos designed to promote conference (bookmarks, flyers, etc)

Arkansas Children's Book Award Appointees

Description: An ARA member representative for each of the following state committees will be appointed: Arkansas Diamond Award, and Charlie May Simon Award.

Qualifications:

1. Must be a member in good standing of the International Literacy Association, the Arkansas Reading Association, and a local council.
2. Must be familiar and in agreement with the philosophy and goals of the International Literacy Association and the Arkansas Reading Association.
3. Must have expressed a desire to serve on a Children's Book Award Committee.
4. Will be appointed annually by the incoming president with board approval.

ARA Bookkeeper Financial Duties & Responsibilities

Duties:

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

Conference Committee

A conference theme will be selected by the conference committee and approved by the ARA Board. Committee members will be asked to serve at least a 3-year term with the last year serving as a mentor year for the new appointee.

Standing Committee Members

Event Coordinator -- Appointed by Board

- Secure Keynote and Featured Speakers
- Plan and communicate logistics for featured and keynote speakers including autographing time
- Secure speaker contracts
- Determine and plan housing
- Negotiate contracts with hotel, Sunbelt, Convention Center
- Make food arrangements

Program/Registration Executive Secretary

- Plan, organize, print conference program
- Correspondence/communication for proposals, publicizing, registration, oversee web content
- Registration - coordinated with LRCVB
- Develop Evaluations
- Professional Development - Secure PD number from ADE's PDSam. Print PD Forms. Assign PD numbers to sessions. Organize volunteers to stamp forms onsite.
- Entertainment (1st General Session: national anthem and/or other entertainment; Thursday night entertainment)
- Work with conference coordinator to secure contracts for future events.
- Create "Save the Date" notices

Autograph and Silent Auction -- Appointed

- Schedule and arrange autographing sessions
- Develop marketing ideas
- Plan, organize and implement a Silent Auction

Exhibits -- Appointed

- Communicate with exhibitors
- Assign booths
- Plan exhibit decorations
- Provide for Exhibitor hospitality

AV/Signs -- Appointed

- General session AV and decorations (No decorations)
- Check program for AV needs for all speakers (Program person sends program proposals, and committee member will develop a list.)
- Work with event coordinator to monitor AV set up for general session speaker
- Make signs as needed and display them in the hotel and convention center
- Work with hotel to make signs for the Hotel Conference Center
- Work with Statehouse Convention Center about signs they will make

Publicity -- Appointed

- Social Media, Emails, Work with web master,
- Work with ARA Publicity committee

Program Support -- IRA Coordinator

- Support/Substitute as Needed
- Plan and organize Delegates' Assembly with President

Revolving Committee Members

President

- Plan and organize the Delegate's Assembly Breakfast with ILA Coordinator
- Secure the Committee Chair presentations
 - Required: Family Literacy; NIE; Legislative; School-based Literacy Grants; Student Membership; Intellectual Freedom;
 - Not-required—Celebrate Literacy winners and Exemplary Reading program (but can be invited)
- Support conference committee as needed
- Council Recognition...Develop or work with Technology Director to develop PowerPoint presentations for 1st general session (local council presidents, etc.)
- Featured Speaker Thank You Cards

Vice-President

- Support Conference Committee as needed
- Identify volunteers for various tasks
 - Ticket takers --Rotunda greeters --Hotel lobby greeters
 - Registration support --Decorations for meal functions/special events
- Hospitality-- VIP Gifts and Transportation (if needed)
Speakers will be asked to get transportation or shuttle instead of ARA transporting.
- Thank You gifts for Featured Speakers & volunteers:
- Small consumable gifts—sticky notepads, pen with highlighter or tabs, water, crackers

General Order of Sessions

First General Session

- Welcome: President
- Keynote Introduction: Vice-President or someone else
- Greetings from ADE
- Closing remarks: President

Second General Session:

- Welcome: Vice President
- Keynote Introduction: Vice-President or someone else

Other notes: President goes off the committee as soon as the elections are held.

Miscellaneous Information

Conference Complimentary Registration Guidelines

The following positions will receive complimentary conference registration:

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

- ARA Board

Full Registration with Book and Author Luncheon and Thursday Night Event

- ARA Past Presidents
- ARA Past Coordinators

Registration only

- State Committee Chairs
- Conference Committee Chairs
- Local Council Presidents*
- Administrator in Reading Recipient upon agreement to present
- Exemplary Reading Program Award Recipients upon agreement to present
- School-based Literacy Grant Recipient upon agreement to present
- ARA Charlie May Simon and Diamond Book Award Reading Committee Representatives
- Local Council Honoree – Winning name and one alternate will be drawn at Delegates' Assembly

Complimentary conference registration will be reviewed by the budget planning committee annually. Complimentary registration is non-transferable. *Only Local Council Presidents who are members of ARA and ILA, who attend the Council Leadership Institute, and whose council is in good standing will be awarded this complimentary conference registration.

ARA Bereavement Policy

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

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

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

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

Telephone Meetings

At any meeting of a committee, any one (1) or more of the committee members may participate by means of conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. Any action required or permitted to be taken by a committee may be taken without a meeting if all committee members consent thereto in writing or by electronic mail. The written consents and copies of the electronic mail consents to each such action shall be filed with the minutes of the proceedings of such committee.

ARA Support for New and Struggling Councils

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

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

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

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

Local Council Leadership Team will:

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

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

Summary of Awards/Scholarships/Grants (What, Who, When, Where)

Name of Award (What?)	Responsibility (Who?)	Deadline (When?)	Presented (When? And Where?)	Actual Award (What?)
Administrator in Reading	Vice-president with Parliamentarian and Historian	March 1	Council Leadership Institute	Plaque; free conference registration
Celebrate Literacy Awards	Vice-president, Literacy Chair and Committee	January 15	Council Leadership Institute	Certificates, names engraved on literacy award plaques
Diamond Award	President/Coordinator	May 15	Council Leadership Institute	Discretion of Past-President
Exemplary Reading Award Program	LC Presidents, Exemplary Reading Chair & Committee	November 15	If ILA winner, at ILA Convention and Council Leadership Institute	Recognition at IRA Convention. Presentation of Plaque at ARA Convention; invited to present session at conference; free ARA conference registration.
Jo Flanigan Scholarship	President (with past presidents)	March 1	Council Leadership Institute	Cash award \$750
Honor Council Award	Local Council President, ILA Offices	TBA	Council Leadership Institute	Cash award \$100
Local Council Honoree	President	September 15	Annual Conference (Winning name and one back-up name is pulled at Delegates' Assembly.)	One \$500 for ILA (after receipts)
Local Council Literacy Project Grant	President	September 1	Upon approval of project	Up to \$200 per council (10 only)
Membership Awards	Director of Membership	March 1	Council Leadership Institute	Certificates and cash award -- ILA membership \$100 and Council Growth \$100, \$75, \$50 (1 st , 2 nd , 3 rd)
Past President Award	President/Executive Sec.	N/A	Council Leadership Institute	Clock: Custom Trophies 1210 Main, Little Rock, AR 72202 501-372-3332
Sarah Nelson Womble Award	At discretion of ARA Board			
School-based Literacy Grant	Vice-president, Chair and School- based Literacy Grant Committee	February 1	Council Leadership Institute	Cash award -- \$500

Summary of Arkansas Diamond Award Criteria Only, 2016-17

All documents should be sent by email, whenever possible, to the contact person listed on the chart. Questions should be directed to Dorothy Pollett or Jeanne Trawick.

Contacts: Dorothy Pollett, President – dorothy@arareading.org;
 Jeanne Trawick, Coordinator – jeanne@arareading.org;
 Krista Underwood, Membership – krista@arareading.org

	Criteria	Contact	Deadline
1	Submit calendar of local council meetings (3 or more) including dates, speakers, and locations	Dorothy@arareading.org	Sept. 15, 2016
2	Submit two local council committee chair names to ARA President -- one required (Celebrate Literacy) and one optional from Part II of ILA Honor Council Guidelines	Dorothy@arareading.org	Sept. 15, 2016
3	Attendance of two local council representatives to at least one Delegates' Assembly meeting (Council Leadership Institute or Annual Conference)	Dorothy@arareading.org	Nov. 30, 2016
4	Submit council news item (one to two paragraphs) for ARA e-newsletter	Dorothy@arareading.org	Dec. 15, 2016
5	Submit at least one nominee for Celebrate Literacy Award	Rochelle@arareading.org	Jan. 15, 2017
6	Ensure that the local membership chair submits the following: ____ Regular membership reports and state dues money (monthly if new members are added); ____ Target Membership -- Under 30 age group	Krista@arareading.org	March 1, 2017
7	Post one council news item about a meetinUg, event, or activity to ARA Facebook page (can be a share from your local council Facebook page).	Dorothy@arareading.org	March 1, 2017
8	Submit the list of local council officers for 2017-18 (must be ILA, ARA, and local council members) and complete the online information to ILA	Jeanne@arareading.org	May 15, 2017

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

ARA BOARD MEETINGS AND WORK SESSIONS

Transition Meeting

Date: May

Presiding Officers: Old/New Presidents; Coord.

Purpose:

- Express appreciation to the outgoing Board Members and Committee Chair for their service.
- Conduct the business of ARA through a Board Meeting.
- Train incoming Board Members and Committee Chairs on the expectations for the positions.

Responsibilities:

- Executive Secretary invites current and future Board and Committee Chairs to the meeting under the Coordinator's and President's names.
- Executive Secretary makes logistical arrangements for the meeting.
- President thanks the outgoing Board and Committee Chairs for their assistance over the past year.
- President holds the last Board meeting of her term.
 - Treasurer presents the budget which is to be approved at this Board meeting.
- President passes the gavel to the incoming President, who conducts his/her first meeting of the year.
- Incoming President conducts the first meeting which includes:
 - Introduction of the new Board and Committee Chairs.
 - Review of job descriptions for new officers and Committee Chairs.
 - Explanation of reimbursement procedures for expenses.
 - Expectation of Committee Chairs to present at the annual conference.

Council Leadership Institute

Date: July

Presiding Officers: Pres. & Coordinator

Purpose:

- Provide leadership training for local council officers to meet the goals of IRA, ARA, and the standards set by the Arkansas Diamond Award and IRA Honor Council.
- Conduct the business of ARA through a Board Meeting and Delegates' Assembly.
- Host the annual "Celebrate Literacy" awards ceremony.

Date: Thursday, Friday and Saturday in July – usually the third week (may vary depending on IRA's Leadership dates and availability of venue). Local council officers arrive mid-morning on Friday and are typically dismissed by noon on Saturday after Delegates' Assembly.

The event includes the following:

- Board work session and Board meeting to be held on Thursday.
- Training sessions for local council officers to be held on Friday and Saturday.
- Celebrate Literacy awards ceremony to be held on Friday at noon.
- Delegates' Assembly to be held on Saturday.

Responsibilities:

- Executive Secretary handles the logistics of the meeting (securing the site, inviting local council officers and Board members, making room arrangements, selecting menu, etc.) with input from the Coordinator and President. Correspondence is sent under the name of the President and the coordinator.
- Coordinator and President work collaboratively to plan the agenda for the work session, Board meeting, and training sessions for local council officers.
- Board Members and Committee Chairs submit a report to the Secretary prior to the Board meeting.
- President communicates with Committee Chairs regarding expectations and attendance at this meeting.
- President presides over all meetings of this event.

Conference – Board Meeting/Delegates’ Assembly**Date: Nov.****Presiding Officer: President****Purpose:**

Conduct the business of ARA through a Board Meeting and Delegates’ Assembly

Date: The conference is held in November the Thursday and Friday of the week prior to Thanksgiving. The Board meeting is held Wednesday afternoon prior to the conference. Delegates’ Assembly is held on Friday of the conference.

Responsibilities:

- President invites the Board and the Local Council Presidents and their representatives to their respective meetings.
- Board Members and Committee Chairs submit a report to the Secretary prior to the Board meeting.
- President communicates with Committee Chairs regarding expectations and attendance at this meeting.
- President/Coordinator collaboratively prepare the agendas for both meetings.
 - Business should include announcing the nomination committee and the results of the local council honoree drawing (Two names will be drawn—first and alternate only. Drawing should occur during the first general session.)

ARA Board Winter Retreat**Date: January****Presiding Officer: President****Purpose:**

- Review the mission and short-term and long-term goals of the Arkansas Reading Association and conduct a mid-year check of the Association and its affiliates.
- Conduct the business of ARA through a Board Meeting.

Responsibilities:

- Executive Secretary makes the logistical arrangements for the meeting.
- Coordinator and President work collaboratively to develop the agenda and topics to be discussed.
- Board Members submit a report to the Secretary prior to the Board meeting.
- President leads the work session.
- President conducts a Board meeting at the end of the day.

Budget Committee Meeting**Date: March****Presiding Officer:****Coordinator****Purpose:**

Establish an operating and conference budget for the next year.

Responsibilities:

- Attended by: President, Treasurer, Membership Director, Executive Secretary, Coordinator, and Vice-President .
- Coordinator and President review current year’s budget and set line item expenditures for following year and submits a copy to the Budget Committee prior to this meeting.
- Conference Committee provides estimated budget expenditures to the Budget Committee prior to this meeting.
- The Budget Committee reviews the submitted budgets and makes revisions to the budget developing the final budget for the new year. The final budget is presented for approval at the Transition Meeting.