

By-laws of the Literacy & Social Responsibility Special Interest Group: Leadership Roles & Responsibilities (February, 2020)

President

- Mentors new program chair(s); passes on binder with past programs, timeline, procedures, tips on contacting publishers, templates for thank you notes, etc.
- Plans where Business Meeting will be convened, solicits items for Business Meeting Agenda from officers & members
- Creates agenda, conducts business meeting, if possible, or arranges substitute
- Assumes leadership in identifying successive Program Chair(s) & other leaders & conducts vote of approval for new Program Chair & other officers
- Reviews Officer Responsibilities and Board roster & offers suggestions for expanding and improving efficiency of SIG operations and communication
- Awaits word from the Secretary that Activity Report has been filed in timely manner (most recent: July 31, 2019) & if secretary is unable to complete the task, President performs the task or recruits a back-up to do so; (to find the SIG Activity Report Form contact Nancy Gamble: ngamble@reading.org)
- Monitors Website (especially Home Page) and coordinates with Web Manager to enhance the presentation and accuracy of our online presence.

Past President

- Fills in for President as needed
- Mentors new president, as needed, in creating agenda & conducting SIG business meetings and informs new President of on-going issues
- Responds to e-mail messages when ideas and issues are surfaced by other L-SR Board members

Program Chair

- Designs and chairs the program, soliciting proposals via Program Proposal Form at previous year's meeting & by inviting key-note speaker(s)
- Submits SIG proposal for ILA annual conference by ILA deadline
- Sends program flyer to Web Manager for posting before conference & reviews link(s) from home page to program flyer
- Communicates with presenters about program time allotment, reminds presenters to submit presentation summaries to Web Manager & articles to eJournal Editor
- Reserves a slot in the SIG planning room during the conference, if needed
- Receives communications from ILA headquarters and shares information with presenters and Board members, as needed
- Checks with the Secretary to assure that the SIG Activity Report was filed by deadline, and understands that submission of the Activity Report annually + meeting other criteria qualifies the SIG as active and ensures 2 hours for that year's SIG session. A new policy requires all SIG programs to go through a program evaluation process, and program slots are now allocated to only 10 SIGs annually.
- Attends ILA Delegates Assembly or recruits SIG leaders to do so (optional)

- Reviews Website pages related to Program and coordinates with Web Manager to assure information posted is complete and accurate

Secretary

- Submits Annual L-SR Activity Report, updated SIG membership roster, & link to most recent L-SR e-Journal issue to ILA by deadline annually—required for maintaining SIG standing with ILA & time slot on program; to find the SIG Activity Report Form email Nancy Gamble at ngamble@reading.org
- When Activity Report is filed, inform the President & Program Chair
- Works with Program Chair to update L-SR Proposal Form and sees that copies are disseminated on Website & at the L-SR Session
- Supports President in developing Business Meeting Agenda, records notes at Business Meeting, & submits to Web Manager
- Updates L-SR Membership Form, SIG Session Sign-in sheet, Board Directory, and By-laws, circulates these documents at the Business Meeting & sends annually to Web Manager
- Works with other Board members in recommending new officers to the President
- E-mails key documents to officers and new members, as needed
- Reviews incoming membership forms for volunteer interests, noting matches with current needs, & communicating new members' interests with appropriate Board members

eJournal Editor

- Issues call for submissions to eJournal and invites contributions
- Maintains Editorial Review Board and recruits new members
- Sends submissions to reviewers and communicates with authors
- Develops and posts eJournal, making use of peer-review process
- Submits new issues of eJournal to Web-manager & eList Manager for dissemination
- Coordinates with Web Manager to review pages related to the eJournal & on link(s) from home page to the eJournal, assuring information is complete and accurate (including review board members, guidelines, proposal form)
- Informs eList coordinator about new eJournal issue for dissemination of eJournal announcement & eJournal link to SIG members

Treasurer

- Has custody of the funds of the group (deposited in the name of Literacy and Social Responsibility Special Group of the International Literacy Association)
- Signs checks on behalf of the group
- Provides a report on the budget at Business Meeting
- Works with a co-Treasurer who has access to funds in the L-SR account (in the event that the Treasurer is unavailable) and monitors the account electronically

Web Manager

- Envisions the content and structure of the Website in terms of the purposes it serves
- Maintains Website (receives and posts submissions from President, Program Chair and presenters; Secretary; eJournal Editor; Chairs of both Award Programs, Research, and Instructional Strategies; Coordinator of eList Communications; and Social Media Manager)
- Sets website specifications
- Welcomes and responds to feedback from all Website viewers with link on all html pages
- Reminds Program Chair to tell presenters they can post proceedings on web site

Chair, Student Service Award

- Publicizes the Award presented by the L-SR SIG in appropriate ILA venues
- Coordinates review of submissions, if needed
- Maintains Panel of Award Reviewers, if needed
- Communicates with persons nominating potential awardees
- Arranges for the creation of plaque or certificate for the awardee(s)
- Communicates with Program Chair and presents award to student at SIG session
- Submits article/basic information about winner(s) to Program Chair for program & Web Manager for Website
- Coordinates with Web Manager to review & update pages on L-SR Website related to the Student Service Award including link(s) from home page to Service Award, assuring information posted is complete & accurate (including committee members, guidelines, proposal form)
- Consider using the ILA website to contact officers/editors of state ILA groups to identify at least one outstanding student deserving of the L-SR Student Service Award and relevant exemplary instructional practices

Chair, Book Awards for Literature of Social Justice

- Contacts publishers to identify new books involving social justice themes
- Leads the committee identifying and reviewing new books with social justice themes
- Informs authors, Program Chair, President, Web Manager about the new award-winning books selected by the committee & submits a summary of award-winning books for the year to Web Manager for posting on L-SR Website
- Coordinates with Web Manager to review & update all pages on L-SR Website related to the book awards including link(s) from home page to Book Award & works with Web Manager to assure information posted is complete & accurate (including committee members, guidelines, etc.)
- Identifies a representative of Social Justice Book Awards Committee to announce the book award winners at the annual L-SR Program Session

Chair, Research

- Reviews Resources Page on L-SR Website and submits links to other relevant resources as well as other relevant information to Web Manager for posting, and monitors this portion of the Website to enhance its presentation and accuracy
- Organizes roundtables for L-SR program on relevant theories and research and presents or recruits others to present research at L-SR sessions
- Conducts review of the literature on selected element(s) under the L-SR umbrella

Chair, Instructional Strategies

- Recruits presenters on effective, pro-social literacy practices
- Maintains a strand for Website on instructional strategies and coordinates with Web Manager to enhance the presentation and accuracy of this portion of the Website

eList Communications Coordinator

- Updates & maintains eList and posts announcements regarding new issues of eJournal, awards programs, and upcoming L-SR Program Session to total membership and Board—as needed and upon the request of Board Members
- Coordinates with Web Manager to post information on the Website describing procedure for joining the eList (once system is updated)
- Consider using the ILA website to contact officers/editors of state ILA groups to identify exemplary practices consistent with the L-SR umbrella, solicit submissions/members, and explore collaborative possibilities

Social Media Manager

- Maintains Literacy & Responsibility Facebook for participating members, adds photos from SIG sessions, and initiates conversations on Twitter
- Coordinates with Web Manager to assure posted information related to Facebook is accurate, and submits photos and other pertinent text for posting on the Website
- Consider using the ILA website to contact officers/editors of state ILA groups to identify exemplary practices consistent with the L-SR umbrella, solicit submissions/members and explore collaborative possibilities