

## **L&SR SIG Leadership Responsibilities**

\*All Officers responsible for regularly appearing content or interested in submitting a news item for the Newsletter, please send submissions to Newsletter Editor by April 1

### **President**

- Mentors new program chair(s); passes on binder with past programs, timeline, procedures, tips on contacting publishers, templates for thank you notes, etc.
- Solicits items for Business Meeting Agenda from officers and meeting participants
- Creates agenda, conducts business meeting, if possible, or arranges substitute
- Assumes leadership in identifying successive Program Chair(s) and other leaders
- Reviews Officer Responsibilities and Board roster & offers suggestions for expanding and improving efficiency of SIG operations and communication

### **Past President**

- Mentors new president in: conducting business meetings, creating agenda, how to assure adequate meeting room
- Fills in for President as needed

### **\*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 IRA annual convention by IRA deadline
- Communicates with presenters about program time allotment, reminds presenters to submit presentation summaries to Web-manager or articles to eJournal Editor
- Emails electronic copy of final program to Newsletter Editor
- Reserves a planning meeting room during the conference, if needed .
- Receives communications from IRA headquarters and coordinates with presenters and President and other officers, as needed (e.g., regarding SIG Table) .
- Attends IRA Delegates Assembly & general IRA SIG meeting or recruits SIG leaders to do so

### **\*Secretary**

- Submits SIG Annual Activity Report, updated SIG membership roster to IRA, and 14 copies of SIG Newsletter by June 1 annually--maintains SIG standing with IRA
- Updates SIG Proposal Forms and sees that they are disseminated on Web site, in newsletter, and at the SIG Session and IRA convention
- Provides mailing labels (from IRA) to Newsletter Editor, if requested
- Records minutes at Business Meeting, & submits to Web-manager
- Updates Board Directory and Leadership Responsibilities and circulates these documents at the Business Meeting
- Works with other Board members in recommending new officers to the President
- Sends leadership piece and proposal form to newsletter editor and reminds other officers to do so in time for publication
- E-mails key documents to officers and new members, as needed

**\*E-Journal 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
- Coordinates with Web manager and Newsletter Editor, as needed

**Membership Chair**

- Updates and maintains electronic copy of membership form and emails electronic copy to all leaders (officers and Board members) before the IRA Convention
- Provides membership forms for SIG session and SIG table at Annual Convention (or recruits another SIG leader to do so as early as possible during the conference)
- Greets participants at SIG session and circulates membership forms
- Provides secretary with completed membership forms from new members (by May 15)
- Recommends to the President volunteers willing to serve as SIG leaders/officers
- Reviews IRA publications and conference program for contributors on SIG related themes and recruits them to participate in program and become members

**Newsletter Editor**

- Obtains mailing labels from IRA SIG office or SIG secretary if mailing hard copies
- Creates and disseminates newsletter .
- Arranges to have copies of newsletter at SIG session and at least one on SIG Table
- Provides secretary with an electronic copy and 14 hard copies of the newsletter by May 20 for Activity Report to the IRA Board

**Treasurer**

- Has custody of the funds of the group (deposited in the name of Literacy and Social Responsibility Special Group of the International Reading Association)
- Signs checks on behalf of the group
- Provides a report on the budget at Business Meeting

**\*Web Manager .**

- Maintains website (obtains and posts documents from officers & participants)
- Sets Website specifications and posts proceedings by presenters
- Reminds Program Chair to communicate with presenters about proceedings

**\*Awards Chair**

- Publicize the Award presented by the L & SR SIG in appropriate IRA venues
- Coordinate review of submissions
- Maintain Panel of Award Reviewers, if needed
- Communicate with persons nominating potential awardees
- Arrange for the creation of plaque or certificate for the awardee(s)
- Present award to awardee at IRA's SIG session
- Submit article about winner(s) to newsletter

**Chair, Literature of Social Justice .**

- Submits proposals and presents at L&SR sessions or recruits other speakers on literature of social justice
- Serves as a resource to the L&SR eJournal and newsletter editors
- Develops and updates strand on the Literature of Social Justice for Web site

**Chair, Research**

- Submits proposals and presents at L&SR sessions or recruits other speakers on SIG-related research
- Serves as a resource to the L&SR e-Journal and Web-site by submitting articles or recruiting others to submit articles

**E-List & Face Book Communications Coordinator**

- Maintain e-List and posts communications to total membership and/or Board upon request of officers and members
- Maintain Face Book for all participating members

**Social Event Planner**

- Organizes dinner party, makes reservations, & communicates plans with leaders prior to annual convention or at the Business Meeting

**Board Members .**

- Help recruit officers & new members, give advice, and help SIG improve and grow .
- Respond to e-mail messages when issues are surfaced by other LSR Board members

( 4/20/11 )