

## **Congratulations becoming an ILA Chapter Coordinator!**

**A**n ILA chapter coordinator plays a vital role in supporting the chapter as the group works together to improve literacy for all. ILA's Board of Directors, state and provincial association leaders, local and student chapter officers, and Special Interest Group leaders value your contributions and appreciate your support.

Your dedication, commitment, and efforts make it possible for state and provincial associations and the local and student chapters and Special Interest Groups within their boundaries to branch out in new directions while maintaining a level of stability and continuity. You are a vital link between chapters of all sizes and stages of development and ILA.

ILA's Chapter & Region Services Team prepared this guide to assist you with your new responsibilities. Please note: You will find some information in this guide that is beyond the scope of your coordinator duties. We have included it as an FYI because many will rely on you for general information and explanations of policies and procedures. This guide will help you identify where information is located and who can respond to your questions.

Thank you for your commitment to the chapters, ILA, and the field of literacy. Your contributions are greatly appreciated.

*ILA's Chapter & Region Services Team*

The International Literacy Association and its chapters agree and resolve to work cooperatively to further the interest of our members and the profession. We recognize and acknowledge that we are organizations that bring individual perspectives and viewpoints to the challenge of serving our members. Because of our unique strengths, we understand that we work best to benefit our members when we work together. The following Principles of Affiliation are a declaration of our mutual responsibilities to each other.

1. Promote mutually beneficial programs.
2. Communicate and share information in a spirit of honesty, openness, and integrity.
3. Enhance and further develop a spirit of cooperation and goodwill between ILA and its chapters.

To support the above principles, each chapter will:

- Conduct its affairs in accordance with all legal operating documents.
- Abide by the policies and Code of Conduct of the International Literacy Association.
- Avoid membership policies that are discriminatory or in violation of antitrust laws.
- Comply with renewal requirements as set by the International Literacy Association.
- Identify itself to members and the public as an International Literacy Association chapter.
- Communicate and distribute International Literacy Association information to chapter members.
- Promote and encourage the use of International Literacy Association events, programs, and materials.
- Encourage chapter members to become International Literacy Association members.

## Chapter & Region Services Team

ILA advances the development, operation, and expansion of chapters in support of our mission through our Chapter & Region Services Team. Specifically, the Chapter & Region Services Team:

- Encourages and strengthens chapter growth and development
- Advances chapter leaders' knowledge, competency, and professionalism
- Facilitates communication and the flow of information among the chapter network
- Engages chapters in support of ILA goals and objectives

The Chapter & Region Services Team will provide chapters with training in the areas of governance, finance, and strategic planning. We also provide direction in leadership capacity and organizational management.

Principle duties related directly to chapters include

- Serving as a primary contact and liaison between state chapters and ILA headquarters
- Planning and facilitating leadership development activities and providing professional and consultation support in pursuit of chapter and ILA goals and initiatives
- Providing training in the areas of nonprofit management
- Communicating emerging issues and concerns among chapter leaders to ILA headquarters
- Guiding and assisting in new chapter development
- Developing program materials in support of chapter activities

The Chapter & Region Services Team is available by email, phone, in-person and virtual meetings to facilitate training in the areas of leadership and governance at state/provincial chapter-related functions, including scheduled board meetings. (Please note: In-person and virtual meetings should be requested with 90 days notice.)

To contact the Chapter & Region Services Team at ILA headquarters:

- Call 302.731.1600 or 800.336.7323 (toll-free)
- Email [chapters@reading.org](mailto:chapters@reading.org).

## **ILA Coordinator Roles and Requirements**

*The ILA Coordinator serves as a liaison between ILA and State/Provincial Chapters. The Coordinator serves **one 3-year term** and is responsible for supporting the network of local, student, and special interest chapters within the state/province.*

### ***Application Process***

Persons interested in applying for the position of ILA Chapter Coordinator are required to submit a formal application. Applications will be reviewed by the state/provincial chapter board of directors, and then forwarded to ILA headquarters.

### ***ILA Membership***

ILA Chapter Coordinators must maintain membership in ILA throughout their three-year term. ILA Chapter Coordinators are also expected to maintain membership in state or provincial associations.

### ***Annual Activities Summary***

The ILA Chapter Coordinator's annual report, filed with the Chapter & Region Services Team, summarizes chapter work throughout the preceding 12 months, including:

- Contact with local chapter leaders
- Outcomes of scheduled visits with local chapters
- Training sessions with local chapter leaders on bylaws, awards, projects, etc.

The report should highlight the activities that best represent the most important use of the ILA Chapter Coordinator's time and impact on the chapter network.

**Note:** This report is a requirement for the annual ILA Chapter Coordinator stipend, and must be submitted by May 31.

**The ILA Chapter Coordinator's responsibilities include:**

- Promoting chapter leaders' resources on the ILA website with state/provincial/local/student chapter officers and Special Interest Group leaders.
- Maintaining accurate records for all active and inactive local and student chapters and Special Interest Groups in the state/province
- Attending ILA conferences and participating in chapter activities
- Collaborating with state/provincial leaders to plan a leadership workshop to support local and student chapters and Special Interest Groups
- Promoting ILA membership
- Offering ongoing support and guidance to local/student/special interest chapter
- Ensuring all chapter officers are members of ILA and the state/provincial chapter
- Submitting the ILA Chapter Coordinator's annual report of chapter activities to ILA by the required due date (requirement for stipend)
- Participating in annual board orientation
- Assisting state/provincial/local/student chapters and Special Interest Groups with the completion and submission of awards by the required due date
- Maintaining state/provincial and ILA membership throughout term
- Access ILA membership database on ILA website
- Assist Director of Membership Development with membership booth at State/Provincial conference

## **ILA Chapter Coordinator's Annual Checklist**

*This check list contains items with specific due dates as well as other activities that may be conducted throughout the year. It is intended to assist you with planning. Keep in mind, dates may vary by State/Province schedules.*

### **July**

- Contact chapter officers to begin board orientations. Offer assistance in planning activities for the upcoming year. Offer assistance in planning activities for the coming year.
- Alert local chapters that online honor award application is open for submission.

### **August**

- Request calendars of planned meeting dates from local chapters.
- Submit a relevant article to the ILA Network Connection newsletter.
- Send a calendar of state/provincial and regional events to ILA headquarters. (submit throughout the year).

### **November**

- Alert chapters about the final deadline for the honor program.

### **April**

- Work cooperatively with the president to plan, implement, and facilitate the leadership workshop (dates and month of workshop may vary—planning to be determined by the date of the event).

### **May**

- Contact outgoing presidents if you have not received a list of new chapter officers.
- Work with ILA headquarters to determine if the state or provincial Officer Report Form has been submitted (due June 30).
- Train the new coordinator and offer support as the new coordinator begins begins role (at the end of 3 year term).