

ILA STATE/PROVINCIAL COORDINATOR ANNUAL REPORT

As an ILA Coordinator, you are responsible for a wide variety of duties that are necessary for the growth and well-being of the state/provincial Council. In addition to your responsibilities at the state/provincial level, you also have an obligation to maintain a connection and monitor the activities of any local council within your state.

Each year, the ILA State Coordinator is required to submit an Annual Report documenting the work completed on behalf of the council over the past term year.

***This information must be submitted to ILA Headquarters by May 31st
in order to maintain eligibility for the ILA Coordinator stipend.***

Council Name: _____

Coordinator Name: _____

Email Address: _____

Preferred Mailing Address: _____

1. Did you host a state/provincial leadership workshop for local councils during this term year? If yes, how many councils were represented and what was the attendance?

a. Please include the agenda topics covered during the workshop.

2. List the active local and special interest councils in your state/province.

3. List any inactive councils.

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4. How do you support your local/special interest councils?

5. Please share the number of local council meetings you have attended this year.

6. Describe the purpose of your visits with local councils.

7. How many times per term year and what form of communication (email, calls, newsletters, wiki, etc.) do you use to stay in contact with local council?

8. How do you ensure that all Local Council Officer Reports are submitted to ILA HQ by the required due date?

9. Does your state/province have Zone/District/Regional or Deputy Coordinators? If so, what is their specific role?

10. How do you ensure that all council members remain active ILA members throughout the term year?

11. Do you receive email correspondence from councils@reading.org? Is the information you receive helpful?

12. Do you know who your ILA Council Advisor is and how to reach them?

13. How many times during the current term have you communicated with your ILA Council Advisor?

14. Are you regularly checking the ILA website? If yes, what information do you utilize on the website?

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15. What ILA sponsored events have you attended over the course of the last year?

16. What was the most helpful/valuable information that you gained at that event related to your work as an ILA Coordinator?

17. What major initiatives have you implemented in your role as coordinator over the past year?

18. What external partnerships are you currently working on in your state/province?

19. Please list any major initiatives or projects that you plan to continue.

20. Please list any additional ways the Council Advisory Team can assist you in your role as IRA Coordinator.

***This document can also be used as a template for those states/provinces with Regional Directors/Deputies as a reporting tool.