

## Congratulations becoming an ILA Chapter Coordinator!

**A**n ILA chapter coordinator plays a vital role in supporting the chapter and the mission of the International Literacy Association (ILA). ILA connects research and practice to improve the quality of literacy learning across the globe in ways that are respectful, responsive, and ethical. We advocate for equitable access to literacies among individuals of all ages and diverse communities as a basic human right and a matter of social justice.

Your dedication, commitment, and efforts make it possible for state and provincial associations 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*  
[chapters@reading.org](mailto:chapters@reading.org)

The International Literacy Association (ILA) 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 does the following:

- 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 chapter development
- Developing program materials in support of chapter activities

The Chapter & Region Services Team is available by email, phone, and virtual meetings to facilitate training in the areas of leadership and governance at state/provincial chapter-related functions, including scheduled board meetings.)

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).

Avery Bredice  
Chapter & Region Services Associate

Nancy Gamble  
Chapter & Region Services Coordinator

## **ILA Coordinator Roles and Requirements**

The ILA chapter coordinator serves as a liaison between ILA and the state/provincial chapter. The coordinator serves a three-year term at the discretion of the board and is responsible for supporting the network of local chapters with the state/province.

### ***Interested in Becoming a Chapter Coordinator?***

ILA members interested in the position of ILA chapter coordinator require approval from the state/provincial board. The new proposed coordinator must be an ILA member and their contact information should be emailed to ILA headquarters upon their approval.

### ***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.

### ***ILA Chapter Annual Report***

The ILA Chapter Annual Report filed with the International Literacy Association includes the following:

- List of current and upcoming chapter officers and board members
- Brief recap of activities and accomplishments
- How the chapter promoted ILA

The online report form is available at the following link: [ILA Chapter Annual Report](#).

**The ILA chapter coordinator's responsibilities include the following:**

- Submitting chapter reports timely
- Ensuring tax (IRS and Delaware Franchise Report) reports are completed
- Maintaining accurate records for all active and inactive local chapters in the state/province
- Promoting chapter leaders' resources on the ILA website with state/provincial/local chapter officers
- Attending ILA digital events and participating in chapter activities
- Collaborating with state/provincial leaders to plan a leadership workshop to support local chapters
- Promoting ILA membership
- Offering ongoing support and guidance to local chapters (e.g., promoting any local events)
- Ensuring all chapter officers are members of ILA and the state/provincial chapter
- Assisting state/provincial/local chapters with the completion and submission of awards by the required due date
- Maintaining state/provincial and ILA membership throughout term

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

This checklist is intended to assist you in planning tasks/activities that may be conducted throughout the year. Keep in mind, dates may vary by State/Province schedules.

### ***July***

- ILA's online Annual Chapter Report submission period opens July 1.
- Prepare the ILA online Annual Chapter Report, which includes a list of board members, chapter officers, and members.
- Begin board orientations and assistance in planning for upcoming activities for the year.
- Remind local chapters that the ILA awards will be open soon and to look for updates from ILA.

### ***August***

- Contact outgoing presidents if you have not received a list of new chapter officers.
- Request calendars of planned meeting dates from local chapters.
- Send a calendar of state/provincial and regional events to ILA headquarters.
- ILA's online Annual Chapter Report submission period closes August 31.

### ***September***

- Invoices for annual chapter dues will be sent to all chapters in September of each year. Beginning with the 2023–2024 term, ILA will apply a \$100 discount toward the state chapter annual dues when reports and all responsibilities are submitted in a timely manner.

### ***October***

- Send reminders to local chapters regarding ILA awards.
- Send reminder to chapter treasurer that the IRS tax filing is due November 15.

### ***November***

- Confirm that the IRS tax filing has been completed by November 15.

### ***December***

- Alert local chapters about the final deadline for the Honor Award.
- Remind local chapters that the due date for Chapter Awards is December 31.

### ***January–May***

- Complete the annual Delaware franchise report. (Opens in January and closes in March).
- Facilitate the leadership workshop (dates and month of workshop may vary; planning to be determined by the date of the event).