

Congratulations on your role as ILA Coordinator. An ILA Coordinator plays a vital role in supporting councils as they pursue their vision for improving literacy. ILA's Board of Directors, state and provincial association leaders, and officers of local/special interest/student councils value your contributions and appreciate your support.

Your dedication, commitment, and efforts make it possible for state and provincial associations and the local/special interest/student councils within their boundaries to take new directions while maintaining a level of stability and continuity. You are a vital link between councils of all sizes and stages of development and the chartering organization, ILA.

ILA's Council Advisory Team prepared this guide to assist you with your responsibilities. You will find some information in this guide beyond the scope of your duties as Coordinator. It is included as an "FYI," because many will rely on you for general information and explanations of policies and procedures. The guide should help you identify where information is located or who can respond to your questions.

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

*Council Advisory Team*

The International Literacy Association and its councils 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. These 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 the Association and its councils.

To support the above principles, each council will:

- ❖ Conduct its affairs in accordance with its bylaws.
- ❖ 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 council.
- ❖ Communicate and distribute International Literacy Association information to council members.
- ❖ Promote and encourage the use of International Literacy Association events, programs, and materials.
- ❖ Encourage council members to become International Literacy Association members.

### Council Advisory Team

ILA advances the development, operation, and expansion of councils in support of ILA's mission through its Council Services Department. Specifically, the Council Advisory Team:

1. Encourages and strengthens council growth and development
2. Advances the knowledge, competencies and professionalism of council leaders
3. Facilitates communication and flow of information among the network of councils
4. Engages councils in support of ILA goals and objectives

## ***Council Advisors***

Council Advisors provide councils with training in the areas of governance, finance, and strategic planning. They provide direction in leadership capacity and organizational management. Council Advisors are certified in Nonprofit Management. ILA coordinators can call upon the Council Advisors for advice and assistance in any area of association management.

Principle duties related directly to councils include—

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

Council Advisors are available by email, phone, and in-person visits to facilitate training in the areas of leadership and governance at state/provincial council related functions, including scheduled board meetings. In-person visits should be requested with ninety days' notice to the dedicated council advisor for your state/province (**Please note:** this list can be found at the back of this packet of information).

To contact Councils Services Staff at headquarters, call 302-731-1600 or 800-336-7323 (toll-free). Contacts may also be made by faxing 302-737-0878 or emailing [councils@reading.org](mailto:councils@reading.org).

## **ILA Coordinator Requirements**

### ***Application Process***

Persons interested in applying for the position of ILA Coordinator are required to submit a formal application along with resume and letters of recommendation to the State/Provincial Council President. Applications will be reviewed by the State/Provincial Council Board of Directors, they will then be forwarded to ILA Headquarters for final approval.

### ***ILA Membership***

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

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

The coordinator's annual report, filed with Council Advisory Team, summarizes council work including contact with local council leaders; outcomes of scheduled visits with local councils; conducting training sessions with local council leaders on the areas of bylaws, awards, projects, etc.; to be completed over the preceding 12 months. The report should highlight the activities that best represent the most important use of the coordinator's time and impact on the council network.

### ***ILA Council Leadership Academy***

The International Literacy Association is committed to ongoing training and support for its volunteer leaders. One example is the ILA Council Leadership Academy, planned and facilitated by ILA Council Advisors. Participants should be ILA members interested in expanding their knowledge in council leadership and nonprofit management.



## State/Provincial Council ILA Coordinator Responsibilities

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

Refer to the Council Leaders' section of the ILA website for council related information

Promote Council Leaders' Resources on the ILA website with State/Provincial/Local/Student/Special Interest Council officers

Access ILA membership database on ILA website

Maintain accurate records for all active and inactive Local/Student/Special Interest Councils in the State/Province

Attend ILA Annual Conference and participate in council activities

Collaborate with State/Provincial leaders to plan a Leadership Workshop to support Local/Student/Special Interest councils

Assist Director of Membership Development with membership booth at State/Provincial conference

Offer ongoing support and guidance to Local/Student/Special Interest council officers

Ensure that all council officers are members of ILA and the State/Provincial council

Submit Annual Coordinator Report of council activities to ILA by the required due date

Participate in Board Orientation annually

Assist State/Provincial/Local/Student/Special Interest councils with the completion and submission of council awards by the required due date

Maintain State/Provincial and ILA membership throughout term

## ILA COORDINATOR'S CALENDAR and REPORT SCHEDULE

*\*This calendar contains items with a specific due date as well as other activities that may be conducted throughout the year. It is intended to assist coordinators in planning.*

### JULY

- \_\_\_\_\_ Contact officers or representatives of councils which encountered difficulty over the past year. Offer assistance in planning activities for the coming year.
- \_\_\_\_\_ Attend ILA's Council Leadership Academy (*when offered*)

### AUGUST

- \_\_\_\_\_ Request calendars of planned meeting dates from local councils.
- \_\_\_\_\_ Submit a relevant article to the state newsletter.
- \_\_\_\_\_ Send a calendar of state/provincial and regional events to ILA headquarters.

### OCTOBER

- \_\_\_\_\_ Review with the Director of Membership Development the plans and progress for membership development. Offer assistance.
- \_\_\_\_\_ Inform the Council Advisor of the status of councils in the region and request assistance if needed.

### NOVEMBER

- \_\_\_\_\_ Verify that councils are in good standing.
- \_\_\_\_\_ Contact inactive councils and ILA headquarters to evaluate reactivation.
- \_\_\_\_\_ Alert councils about the final deadline for Honor Council 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).

\_\_\_\_\_ Work with ILA Headquarters to determine which local, student and special interest councils have filed Officer Report Forms (due June 30th).

## **MAY**

\_\_\_\_\_ Complete and submit to ILA Headquarters the ILA Annual Coordinator Report by May 31<sup>st</sup> (report can be found online)

\_\_\_\_\_ Contact outgoing presidents if a list of new council officers has not been received.  
Work with ILA Headquarters to determine if state or provincial Officer Report Form has been submitted (due June 30th).

\_\_\_\_\_ Train the new coordinator and offer support as the new coordinator begins his/her duties.

## **JUNE**

\_\_\_\_\_ Send a letter of introduction to new council presidents.