

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