

Thank you for your interest in supporting ILA and its [mission](#). We are excited about the future of this organization and value your membership with and service to ILA.

This guide provides an overview for those considering Board service, including information about the role Board members play, what they are expected to do, how they are selected, and what the election process entails.

BOARD RESPONSIBILITIES

By law, the Board of Directors is the governing body of ILA, responsible for overseeing the short- and long-term financial health and well-being of the organization. Here are some key responsibilities Board members are expected to fulfill during their three-year term:

Advancing the mission of ILA

- Actively promote the mission of ILA, contributing your ideas and expertise
- Engage with ILA members, member communities, and partners
- Be informed about ILA's mission, services, policies, and programs
- Inform others about ILA and its activities to enhance the organization's public image

Ensuring effective organizational planning

- Strategize for, determine, and monitor the organization's programs and services
- Participate in the development and/or monitoring of a strategic plan to accomplish the mission, oversee its implementation, and evaluate its success

Actively participating in all Board activities

- Attend all Board meetings
- Review agenda and supporting materials prior to Board and committee meetings
- Serve on Board committees and periodically take on special assignments
- Suggest nominees to the Board who can make significant contributions
- Assess the Board's performance and your own performance as a Board member

Managing resources effectively

- Carry out the fiduciary responsibilities of the Board, such as reviewing the organization's annual financial statements, selecting an auditor, and receiving the auditor's report
- Recruit members, volunteers, and conference participants
- Make a personal contribution to the organization

COMMITMENT TO THE BOARD

Board service requires a serious but rewarding commitment of time and energy. It is estimated that Board members spend at least 50 hours a year on ILA activities, excluding travel time for the conference, meetings, and other Board-related work.

The Board meets face to face for two days three times per year, and for 60 to 90 minutes via conference call three to five times a year. In addition, there is a full-day orientation and meeting scheduled at the beginning of ILA's annual conference. A week or two before each regular meeting, the Board receives a 20- to 60-page packet to read and reflect on in advance. The Board also receives periodic updates from ILA headquarters throughout the year.

Each Board member is expected to serve on one or more committees or task forces. The committees of the Board include Finance, Audit, Evaluation, and Governance, and each committee meets virtually for approximately 90 minutes four or five times a year. Besides attending meetings, committee members often volunteer to complete tasks or projects.

BOARD COMPOSITION

The strength of the ILA Board of Directors is its mix of talents, experiences, perspectives, and expertise. To be considered, each candidate must have many of the essential qualifications listed below in the areas of experience, commitment, and skills. As the needs of the organization shift, the ideal Board composition and the talents and knowledge needed from individual Board members change accordingly.

ESSENTIAL QUALIFICATIONS

Experience

- Board service
- Resource development
- Financial expertise
- Global or multicultural mind-set
- Expertise in the field

Commitment

- Enthusiasm for ILA's mission, vision, values, and strategic plan
- Active participation in ILA
- Willingness to leverage networks and contacts for ILA
- Pledge to work constructively and collegially with Board members and staff

Skills

- Leadership and followership
- Strategic planning
- Fiduciary awareness
- Resource development
- Communication
- Recruitment

FOCUS AREAS

In addition to the essential qualifications, for the cohort starting in 2017, the Board of Directors has prioritized the following focus areas to guide selection of a diverse slate of Board candidates aligned with the strategic direction of ILA:

- Geographic reach (global network and deep cultural identity outside of the United States with an emphasis on Canada, Southern/Eastern Europe, or Oceania/Asia—areas where we are building on existing ILA membership strengths)
- Racial, cultural, and generational diversity
- Leadership networks
- Connections to foundations, corporations, and practitioners
- Rich Board experience and expertise

HOW CANDIDATES MAKE THE BALLOT

Board members are elected by ILA members in good standing, via electronic ballot. To be added to the ballot, candidates must be [nominated](#) (either self-nominated or by a colleague) and vetted by the Nominating Committee.

The Nominating Committee is authorized annually by the ILA Board of Directors. They evaluate candidates using the essential qualifications and focus areas detailed in this guide. Invitations are issued to those who best meet the organization's needs, and interested parties are asked to complete a formal application and submit a copy of their Curriculum Vitae (CV). Two rounds of candidate interviews follow. The Nominating Committee then meets to select the finalists from the pool and submits their recommendations to the Board of Directors at the spring Board meeting (held between March and May).

The [nomination form for ILA's Board of Directors](#) is available year round at literacyworldwide.org/elections. Nominations may be submitted at any time, but the deadline for the upcoming election cycle is January 13, 2017.

ELECTION TIMELINE

The following is the timeline for 2017 elections.

- Nomination forms must be submitted by January 13, 2017.
- The Nominating Committee reviews all nomination forms to identify candidates who best meet ILA's needs.
- Invited parties are asked to submit candidate applications and CVs by January 31, 2017.
- Finalists will be interviewed by members of the Nominating Committee no later than February 28, 2017.
- After the interview process closes, the Nominating Committee will meet to discuss the interviews and finalize the slate of nominees. Recommendations will be submitted to the Board of Directors at the 2017 spring Board meeting, which takes place on April 21.

- Elections open March 28 and close May 9. Ballot notices are sent a minimum of three times via e-mail to all ILA members in good standing.
- The President of the ILA Board of Directors notifies candidates of election outcomes immediately following the close of the election.
- Once the candidate accepts and signs the appropriate forms (see below), the announcement is made public.

ACKNOWLEDGMENT FORMS

Board members are required annually to sign acknowledgment forms that they have read and agreed to remain in compliance with the [Board of Directors Potential Conflict of Interest Disclosure Statement](#) and the [Board of Directors Code of Conduct and Commitment Agreement](#). ILA members serving in leadership roles and employees of the organization are required to sign these as well.

For other important information about ILA such as its mission and financial statements, visit literacyworldwide.org.