



## Executive Board Member Responsibilities & Activities

### Membership

- Be a member, if not already, of *both* LLA and NCTE.
- Serve a three-year term beginning 72 hours after the Delegates Assembly.
- Support growth in LLA/NCTE by inviting colleagues to join, read its publications (particularly *Talking Points*), attend its conference and meetings, and participate in its programs.

### Leadership

- Support the officers and the function of the organization.
- Help new Executive Board members become productive quickly.
- Identify and support potential new leaders, especially teachers from underrepresented groups.
- Recommend candidates to both the LLA and NCTE Nominating Committees.

### Exercise Leadership in Shaping LLA Programs and Publications

- Support TAWL groups within a regional area.
- Act as liaison to other professional organizations in terms of informing them about the activities and functions of LLA/NCTE, bringing information about their groups to the attention of the Executive Board, and coordinating activities when appropriate.
- Publicize LLA events and conferences by distributing fliers, buttons, writing letters, etc.
- Contribute and/or encourage contributions of others to the news/journal.
- Assist NCTE staff and leadership in identifying service/professional development opportunities at your institution or in your region. Serve in a planning or presenting role for some events.
- Notify the Executive Board of key education trends or issues in your region that could be addressed by LLA/NCTE publications, programs, or policy development.
- Bring to the Executive Board's attention any matters of general concern to LLA members or to the profession at large, gather pertinent documents and other information to enrich discussion of those concerns, and prepare to recommend courses of action for the Executive Board, via the president for the NCTE Executive Committee to consider.

### Attend LLA Governing Meetings and Functions

- Attend all Executive Board meetings (November NCTE Annual Convention & July LLA Literacies for All Summer Institute)
- Participate in the Delegates Assembly during the LLA Literacies for All Summer Institute.
- Contribute to the ongoing work of an Executive Board subcommittee as designated by the president.
- Be a visible promoter of LLA at the Literacies for All Summer Institute (offer presentations, be a featured speaker, introduce speakers, greet people, etc.)
- Have an email account and respond in a timely way to messages and duties communicated online. Much LLA business is handled through electronic communication.
- Encouraged, though not required, to attend NCTE regional meetings or professional development events in your area.
- Review this activities and responsibilities description annually in order to modify it or add to it.