



**A HANDBOOK
FOR
READING LEADERSHIP**

**REVISED 2007-2008
Dr. Jennie Bechtold and Jean E. Workman**

DEDICATION

We lovingly dedicate this book in honor of Tom Hatcher, Mary Marockie, Mary Agnes Borgman, and Melvin Graham, and in memory of Jennie Bechtold and Jeanette Malson, the first handbook committee.

These individuals were instrumental in laying the foundation for the West Virginia Reading Council, later to become the West Virginia Reading Association. It was their vision that the foundation for this document was also laid.

We would like to recognize the hard work of Barabara Korn, Jean Workman, Denise White, Sue Talbott and the Executive Board who have continued this tradition of service and dedication by making revisions as the Association has changed in recent years.

Anyone who has seen the effect of tiny rain droplets uniting and creating the torrent of a waterfall or the beauty of a rainbow, knows that there is great power and energy when things - on their own, too small to be effective, come together.

To the West Virginia Reading Association, we thank you for the opportunity to serve.



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WVRA HANDBOOK

As the years unfold and the seasons change, so will the West Virginia Reading Association. This Handbook is not presented as a final product. It is only a temporary guide and a working tool for the member of the WVRA Executive Board. It should be revised on an on-going basis to meet the changing needs of the Association and all of its members.

USE OF THE HANDBOOK

- 1. The purpose of this document is to outline the day-to-day operations of the West Virginia Reading Association. It is considered an addendum to the Bylaws. The Bylaws outline how to make amendments to that document. Changes to this document may be made at any Executive Board Meeting using the following procedure:
The Executive Board may make changes, not in conflict with the Bylaws.
Any Executive Board Member may suggest revisions to any part of the document in a motion or report.
Unless otherwise stated in the motion, the change will go into effect at the end of the meeting in which it is enacted.
After changes are accepted by the Executive Board by a motion or a recommendation, the Chair of the Bylaws and Handbook Committee and the Recording Secretary will work collaboratively to replace pages that have been revised to ensure that accurate and current copies are in use.**
- 2. The Bylaws and Handbook Chair and the Recording Secretary will review all motions to see if they should be added to the WVRA Governance Document.**

PRESIDENT

GENERAL

1. Maintain current member status in the West Virginia Reading Association (WVRA), International Reading Association (IRA) and local council (when applicable).
2. Serve for elected term.
3. Appoint committee members to accomplish charges for the year as needed.
4. Prepare and submit a budget to the Finance Chair in April, prior to Leadership Conference for the upcoming year.
5. Transmit recommendations and motions to the President and the Recording Secretary at each Executive Board meeting.
6. Follow procedural guidelines outlined in the WVRA Bylaws Governance Document.
7. Submit all materials and records to the incoming President at the conclusion of Leadership Conference or to the State Coordinator prior to Leadership if you will not attend.
8. Follow procedural guidelines outlined in the WVRA Bylaws, *Robert's Rules of Order*, and WVRA Handbook.
9. Provide Technology Committee with current website information as requested.

CHARGES AND RESPONSIBILITIES

1. Serve as chief executive officer, subject to the direction and advice of the Executive Board.
2. Serve as Ex-Officio of each committee.
3. Serve as the primary contact and spokesman for the West Virginia Reading Association.
 - 3.1 Write president's column for WVRA publications.
 - 3.2 Act as official representative of WVRA with the advice and consent of the Executive Board.
 - 3.3 Respond to communication from outside interest groups.
 - 3.4 At the end of term, acknowledge all officers, chairpersons and others who have actively supported the goals of the President and the Association.
 - 3.5 At the end of term, write letters of appreciation to all chairpersons for their year of service. (All committee chairs serve for one year except; Treasurer, Membership Director, IRA Coordinator, Long Range Planning Chairperson, and District Directors.)
4. Attend and preside over all WVRA functions and act as chairperson of the Executive Board and Assembly.
5. Schedule and plan all Executive Board meetings to be held during term of office.
6. Schedule Executive Council meetings to review goals and objectives and plan for Executive Board meetings.
7. Review all charges and responsibilities of Executive Board members as outlined in the WVRA/IRA Bylaws and Handbook.
8. Communicate with the Recording Secretary prior to all Executive Board meetings to review status of motions and agenda items in preparation for upcoming meeting.
9. Monitor status of motions in the motion handbook.

COMMITTEE CHARGES

- 1. Appoint general committee chairs with advice of the Executive Council and approval of the Executive Board.**
- 2. Appoint conference committee chairs with recommendations from the Executive Council and Chairperson of the Conference Committee (President Elect).**
- 3. Monitor committee work by meeting with committee chairs to provide direction and assistance when necessary or as needed.**
- 4. Monitor committee progress and applicable timelines/deadlines for committee charges as established by the Executive Board and WVRA Handbook.**
- 5. Review current charges of all officers and committee chairs and update as necessary to include the addition and or elimination of committees with the approval of the Executive Board.**
- 6. Assist the Conference Committee with planning of the annual conference (dates, time, location, etc.)**
- 7. Confer with the chairperson of the Nominating Committee (Immediate Past President) to confirm the slate of nominees by the established deadline.**
- 8. Monitor timelines for WVRA officers and committee chairs throughout the year from information provided at Leadership Conference.**
- 9. Collaborate with Association Records Chair to set guidelines for pictorial records during your term of office.**

LEADERSHIP TRAINING

- 1. Collaborate with the IRA State Coordinator to plan and conduct the annual leadership conference for WVRA officers, local council officers and committee chairs.**
- 2. Prepare and conduct an Executive Board orientation at the first Executive Board meeting.**
- 3. Instruct WVRA officers, local council officers and committee chairs to align their goals for the upcoming year with the goals of WVRA and IRA.**
- 4. Instruct WVRA officers and committee chairs to provide a timeline of charges and responsibilities for the upcoming year.**
- 5. Instruct WVRA officers and committee chairs to prepare a timeline of charges and responsibilities for the upcoming year.**
- 6. Work with IRA State Coordinator to arrange for installation of new officers.**
- 7. As outgoing President, meet with newly elected President to review status of the Association and transfer all Association documents and records pertaining to the office of the President.**

IRA RESPONSIBILITIES

- 1. Complete the Officer Report form issued from IRA Headquarters and submit to IRA State Coordinator.**
- 2. Act on all requests from IRA Headquarters and submit information on time.**
- 3. Maintain a current record of IRA council numbers.**
- 4. Maintain employee identification for WVRA/IRA.**

PRESIDENT ELECT

GENERAL

- 10. Maintain current member status in the West Virginia Reading Association (WVRA), International Reading Association (IRA) and local council (when applicable).**
- 11. Serve for elected term.**
- 12. Appoint committee members to accomplish charges for the year as needed.**
- 13. Prepare and submit a budget to the Finance Chair in April, prior to Leadership Conference for the upcoming year.**
- 14. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 15. Transmit recommendations and motions to the President and the Recording Secretary at each Executive Board meeting.**
- 16. Follow procedural guidelines outlined in the WVRA Bylaws Governance Document.**
- 17. Submit all materials and records to the incoming President at the conclusion of Leadership Conference or to the State Coordinator prior to Leadership if you will not attend.**
- 18. Follow procedural guidelines outlined in the WVRA Bylaws, *Robert's Rules of Order*, and WVRA Handbook.**
- 19. Provide Technology Committee with current website information as requested.**

CHARGES AND RESPONSIBILITIES

- 1. Assist the President with duties as requested.**
- 2. Perform the duties of the President in their absence.**
- 3. Attend IRA Leadership.**
- 4. Attend all Executive Board meeting and WVRA functions.**
- 5. Serve as a liaison to committees as directed by the President.**
- 6. Serve on Long Range Planning Committee.**
- 7. Meet with the outgoing President to review goals, the status of the Association and prepare for the upcoming year.**

CONFERENCE CHARGES

- 1. Serve as Program Chair and Conference Coordinator.**
- 2. Review conference budget with Finance Chair and Treasurer.**
- 3. Coordinate the planning of the conference with the Conference Coordinator of the facility being used.**
- 4. Plan the conference program to support current goals and objectives set forth by IRA and WVRA.**
- 5. Coordinate all conference programs and activities with the President and Conference Committee.**

- 6. Involve the Vice President in all areas of conference planning to promote leadership development for the following year.**
- 7. Send letters of appreciation to all individuals who assisted with the conference, both internal and external, to include conference facility contacts.**
- 8. Collaborate with the President and Association Records Chair to determine guidelines for pictorial records of the WVRA Conference.**

VICE PRESIDENT

GENERAL

- 20. Maintain current member status in the West Virginia Reading Association (WVRA), International Reading Association (IRA) and local council (when applicable).**
- 21. Serve for elected term.**
- 22. Appoint committee members to accomplish charges for the year as needed.**
- 23. Prepare and submit a budget to the Finance Chair in April, prior to Leadership Conference for the upcoming year.**
- 24. Transmit recommendations and motions to the President and the Recording Secretary at each Executive Board meeting.**
- 25. Follow procedural guidelines outlined in the WVRA Bylaws Governance Document.**
- 26. Submit all materials and records to the incoming President at the conclusion of Leadership Conference or to the State Coordinator prior to Leadership if you will not attend.**
- 27. Follow procedural guidelines outlined in the WVRA Bylaws, *Robert's Rules of Order*, and WVRA Handbook.**
- 28. Provide Technology Committee with current website information as requested.**
- 29. Submit all materials and records to the succeeding Vice President at Leadership Conference or to the WVRA President if you are unable to attend.**

CHARGES AND RESPONSIBILITIES

- 1. Perform duties of President when both the President and President Elect are unable to preside.**
- 2. Assist the president in any duties deemed necessary.**
- 3. Attend all Executive Board meetings.**
- 4. Attend IRA Leadership Conference by motion of the Executive Board.**
- 5. Monitor projects and programs and serve as liaison to committees as requested by the President.**
- 6. Serve on the Long Range Planning Committee to facilitate the inclusion of proposed WVRA goals and objectives.**

PROGRAM/CONFERENCE PLANNING

- 1. Serve under the direction of the President and the President Elect and assume assigned responsibilities.**
- 2. Begin planning for future conference.**
- 3. Confirm conference location and dates.**
- 4. Establish contact with the conference facility coordinator.**
- 5. Prepare conference theme and program outline and present to the Executive Board for approval.**

- 6. Present approved conference theme and program overview at WVRA Leadership Conference.**
- 7. Review conference budget with President Elect, Finance Chair and Treasurer.**
- 8. Explore and confirm outside funding sources for the conference.**
- 9. Involve local councils when applicable.**
- 10. Provide information to Technology Communication Committee for website.**
- 11. Plan with Publication Committee (Interchange) for scheduled publications.**

PAST PRESIDENT

GENERAL

- 30. Maintain current member status in the West Virginia Reading Association (WVRA), International Reading Association (IRA) and local council (when applicable).**
- 31. Serve for elected term.**
- 32. Appoint committee members to accomplish charges for the year as needed.**
- 33. Prepare and submit a budget to the Finance Chair in April, prior to Leadership Conference for the upcoming year.**
- 34. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 35. Transmit recommendations and motions to the President and the Recording Secretary at each Executive Board meeting.**
- 36. Follow procedural guidelines outlined in the WVRA Bylaws Governance Document.**
- 37. Submit all materials and records to the incoming President at the conclusion of Leadership Conference or to the State Coordinator prior to Leadership if you will not attend.**
- 38. Follow procedural guidelines outlined in the WVRA Bylaws, *Robert's Rules of Order*, and WVRA Handbook.**
- 39. Provide Technology Committee with current website information as requested.**

CHARGES AND RESPONSIBILITIES

- 1. Chair Nominations and Elections Committee.**
 - 1.1 Review established guidelines for nominating and electing executive officers.**
 - 1.2 Prepare a slate of nominees for the offices outlined in the Bylaws to be presented to the Executive Board for final approval.**
 - 1.3 Present a slate of approved nominees for the offices outlined in the Bylaws to the General Assembly at the annual conference.**
- 2. Assist the President and members of the Executive Council with organizational tasks as requested.**
- 3. Serve on or chair other committees as an ex-officio member.**

RECORDING SECRETARY

GENERAL

40. Maintain current member status in the West Virginia Reading Association (WVRA), International Reading Association (IRA) and local council (when applicable).
41. Serve for elected term.
42. Appoint committee members to accomplish charges as needed or as directed by the President.
43. Prepare and submit a budget to the Finance Chair in April, prior to Leadership Conference for the upcoming year.
44. Transmit recommendations and motions to the President at each Executive Board meeting.
45. Follow procedural guidelines outlined in the WVRA Bylaws Governance Document.
46. Submit all materials and records to the incoming President at the conclusion of Leadership Conference or to the State Coordinator prior to Leadership if you will not attend.
47. Follow procedural guidelines outlined in the WVRA Bylaws, *Robert's Rules of Order*, and WVRA Handbook.
48. Provide Technology Committee with current website information as requested.

CHARGES AND RESPONSIBILITIES

1. Record minutes of Executive Board meetings in accordance with recording guidelines.
2. Read an executive summary of the previous meeting at each Executive Board meeting and make corrections as necessary.
3. Prepare an executive summary of the Executive Board minutes to motions, recommendations and actions taken and send to Executive Board members within 30 days of the meeting. Submit the executive summary to the Technology Chair for web publication.
4. Serve as recorder for other Executive meetings or special meetings called by the President when deemed necessary.
5. Maintain a permanent record of all minutes during the year and file in archives within two years.
6. Provide background on previous motions, decisions and assignments as needed or requested.
7. Maintain a current Motion Ledger.
8. Keep a current record of names and contact addresses for all Executive Board members.
9. Keep a permanent record of current Bylaws and policies.
10. Collaborate with the President to determine agenda items in order to prepare and distribute the necessary forms.

- 11. Collaborate with the president to determine meeting room arrangement and set-up prior to each Executive Board meeting.**
- 12. Keep a record of attendance at Executive Board meetings.**
- 13. Print membership/conference vouchers for Executive Board members who attend three Executive Board meetings during the year and submit names to Treasurer.**
- 14. Collect a copy of all reports and transmissions made or submitted by Executive Board members.**
- 15. Make corrections and additions to the Executive Board Directory.**
- 16. Bring to each Executive Board or Executive Council meeting the following:**
 - *Robert's Rules of Order*
 - Motion Ledger
 - Copy of latest Bylaws and Handbook
 - Official minutes book of WVRA (minutes from the last two years).
 - Report forms (motion sheets, recommendation forms, committee report forms, attendance record, budget report, etc.)
 - Officer name cards
 - Sign-in sheet
- 17. Submit pertinent information to the History and Archives Committee at the end of the year.**
- 18. Serve as correspondent for WVRA Executive Council and IRA Headquarters as requested.**
 - 1.1 Assist Conference Chair with correspondence to enhance internal and external relations.**
 - 1.2 Write official "thank you" letters/notes from WVRA, as requested by the Executive Council, to persons involved in all WVRA functions - to include but not limited to the following: WVRA Conference (exhibitors, conference chairs, speakers, contributors, presenters, facility coordinators, etc.), Leadership Conference and Special Projects.**
- 19. Assume primary responsibility for maintaining copies of all correspondence and report to the Executive Board at each meeting.**
- 20. Work with Bylaws and Handbook Committee to distribute replacement pages in the Governance Document to ensure information is accurate and current.**
- 21. Transfer all correspondence of archival significance to History and Archives Chair.**

TREASURER

GENERAL

49. Maintain current member status in the West Virginia Reading Association (WVRA), International Reading Association (IRA) and local council (when applicable).
50. Serve for elected term.
51. Serve on the Finance Committee and assist with budgetary items and budget preparation.
52. Prepare and submit a budget to the Finance Chair in April, prior to Leadership Conference for the upcoming year.
53. Transmit financial reports and motions to the President and the Recording Secretary at each Executive Board meeting.
54. Follow procedural guidelines outlined in the WVRA Bylaws Governance Document.
55. Submit all materials and records to the incoming President at the conclusion of Leadership Conference or to the State Coordinator prior to Leadership if you will not attend.
56. Follow procedural guidelines outlined in the WVRA Bylaws, *Robert's Rules of Order*, and WVRA Handbook.
57. Provide Technology Committee with current website information as requested.
58. Submit all materials and records to the succeeding Treasurer at the WVRA Leadership Conference at the end of your term or to the President if you are unable to attend.

CHARGES AND RESPONSIBILITIES

1. Maintain accurate financial records and execute sound fiscal management of the West Virginia Reading Association.
2. Maintain and keep current books and accounts of funds.
3. Balance books for checking account(s) on a monthly basis and send report to Finance Chair.
4. Submit a financial statement at each Executive Board meeting.
5. Maintain receipts, checking account(s) and saving account(s) for WVRA.
6. Maintain double entry accounting system for cash, income and expenditures of WVRA funds.
7. Maintain computerized accounting system in coordination with line-item budget.
8. Keep custody of all WVRA checking and saving accounts.
9. Determine receipt and disbursement funds.
10. Develop and implement procedures for the collection of funds from income sources (conference, membership, special projects, etc.)
11. Obtain proper bonding for Treasurer, Finance Chair and other required positions to maintain the integrity of WVRA.
12. Work collaboratively with Finance Chair to review all budget items and line items.

- 13. Provide Finance Chair with WVRA records per the WVRA Audit Program and Budget Building process.**
- 14. Forward records to successor by July 31 of the fiscal year. (Records include all past records for a five-year period, signature cards for transfer of funds, accurate up-to-date ledgers, and all account information.)**
- 15. Maintain tax-exempt status and distribution form.**
- 16. Provide financial training and guidance to WVRA members and local county presidents/officers.**

IRA STATE COORDINATOR

GENERAL

59. Maintain current member status in the West Virginia Reading Association (WVRA), International Reading Association (IRA) and local council (when applicable).
60. Serve for elected term.
61. Appoint committee members to accomplish charges for the year as needed.
62. Prepare and submit a budget to the Finance Chair in April, prior to Leadership Conference for the upcoming year.
63. Transmit recommendations and motions to the President and the Recording Secretary at each Executive Board meeting.
64. Follow procedural guidelines outlined in the WVRA Bylaws Governance Document.
65. Submit all materials and records to the incoming President at the conclusion of Leadership Conference or to the State Coordinator prior to Leadership if you will not attend.
66. Follow procedural guidelines outlined in the WVRA Bylaws, *Robert's Rules of Order*, and WVRA Handbook.
67. Provide Technology Committee with current website information as requested.

CHARGES AND RESPONSIBILITIES

1. Follow guidelines for IRA State Coordinator as provided by IRA.
2. Attend IRA Leadership Conference and share ideas with state and local councils.
3. Create or update local council profiles by reviewing each council, gathering information from established records, state officers, or local councils.
4. Assess the need for new councils within the state and work to establish new councils where needed.
5. Make officers and local leaders aware of the online IRA directives pertaining to timelines, leadership roles, and the organization of local councils.
6. Establish contact with each council president before June 1 to inform the president of the coordinator's role and offer support to each council on a regular basis throughout the year.
7. Meet with the WVRA President, Finance Chair and Treasurer to determine financial support for your position by the state/provincial association.
8. Design and conduct an annual Leadership Conference in cooperation and collaboration with the President for local council officers, WVRA officers, committee chairs and special interest councils.
9. Remind state and local leaders to report the names and address of all local and state officers by the date shown on the annual Officer Report form to the IRA headquarters.
10. Communicate with the IRA Professional Development Associate for your region on a regular basis.

- 11. Maintain close communication with WVRA President and Executive Council members by presenting comprehensive reports on the status of councils at each meeting.**
- 12. Plan and conduct informal leadership meetings for council officers at each state conference in conjunction with the IRA Professional Development Associate.**
- 13. Complete and return the coordinator's Reimbursement of Expenses form to the Professional Development Division, IRA Headquarters, by March 31 of each year.**
- 14. Work in collaboration with Citations and Awards Committee to plan for recognition of local councils and other IRA Award recipients.**
- 15. Work with IRA Committees to support programs and activities that reflect the goals of WVRA/IRA.**
- 16. Work with IRA Honor Council Chair to determine Honor Council status for local councils and plan for recognition of these councils and their leadership.**
- 17. Collaborate with the President to schedule a date for signing the "Proclamation of Reading Week" by the Governor.**
- 18. Submit pertinent information and materials to the History and Archives Committee.**
- 19. Send letters of appreciation to all officers, chairs and others who have actively supported WVRA/IRA and your efforts at the end of the year/or term.**
- 20. Maintain electronic records of communications, awards, executive reports, agendas, and other pertinent documentation of WVRA events and functions.**

DIRECTOR OF MEMBERSHIP

GENERAL

- 68. Maintain current member status in the West Virginia Reading Association (WVRA), International Reading Association (IRA) and local council (when applicable).**
- 69. Serve for elected term.**
- 70. Appoint committee members to accomplish charges for the year as needed.**
- 71. Prepare and submit a budget to the Finance Chair in April, prior to Leadership Conference for the upcoming year.**
- 72. Submit/transmit recommendations and motions to the President prior to each Executive Board meeting.**
- 73. Submit a copy of recommendation(s) and motion(s) to the President and Recording Secretary at each Executive Board meeting.**
- 74. Submit committee expenses on appropriate form to the Treasurer in a timely manner for budgetary purposes.**
- 75. Follow procedural guidelines outlined in the WVRA Bylaws Governance Document.**
- 76. Submit all materials and records to the incoming President at the conclusion of Leadership Conference or to the State Coordinator prior to Leadership if you will not attend.**
- 77. Follow procedural guidelines outlined in the WVRA Bylaws, *Robert's Rules of Order*, and WVRA Handbook.**
- 78. Provide Technology Committee with current website information as requested.**

CHARGES AND RESPONSIBILITIES

- 1. Attend IRA Leadership Conference.**
- 2. Review the Primer for Directors of Membership Development for a detailed description of your role and responsibilities, membership promotional strategies and membership resources (supplied by IRA).**
- 3. Review membership figures at all levels of WVRA to determine current number of members, retention rate and success of previous membership campaign and prepare a report to be shared with the Executive Board.**
- 4. Maintain a current database of membership information to include lifetime members.**
- 5. Submit required correspondence for membership awards according to guidelines established by WVRA and IRA.**
- 6. Design and distribute materials to promote the benefits of state membership.**
- 7. Prepare a membership promotion display for WVRA functions (to include, but not limited to, the annual conference).**
- 8. Contact IRA Headquarters for promotional materials.**
- 9. Meet with incoming Director of Membership to review charges and responsibilities in order to support the position during transition.**

LOCAL COUNCILS

- 1. Provide leadership, guidance, and support to all local councils, and work with membership director or local county presidents to share ideas and clarify roles.**
- 2. Maintain a record of contact information for each local council's membership chair.**
- 3. Organize and conduct training for local membership chairs/local council presidents at Leadership Conference.**
- 4. Provide a packet of information to each local council and special interest group outlining the duties and responsibilities for maintaining and increasing membership.**
- 5. Send local and state dues to the appropriate treasurer for deposit in a timely manner.**
- 6. Provide current membership information and forms for the WVRA website, Interchange or other WVRA publications as requested.**

STUDENT MEMBERSHIP

- 1. Collaborate with Student Membership Committee and Higher Education Literacy Partners to share ideas, clarify roles and design a plan for student membership development.**
- 2. Provide IRA award guidelines to the Student Membership Chair.**

IRA

- 1. Attend IRA Leadership training and share promotional ideas.**
- 2. Send IRA dues to the Membership Services Manager at IRA Headquarters in accordance with dates determined by IRA.**
- 3. Send a roster of WVRA members who are also IRA members upon request.**
- 4. Maintain on-going correspondence with IRA State Coordinator and IRA Headquarters.**
- 5. Remind WVRA officers to maintain active IRA/WVRA membership status.**

DISTRICT DIRECTORS

GENERAL

- 79. Maintain current member status in the West Virginia Reading Association (WVRA), International Reading Association (IRA) and local council (when applicable).**
- 80. Serve for three years. (It is recommended that District Directors are currently a member of the WVRA Executive Board or have served in this capacity in the past.)**
- 81. Accept and fulfill annual District responsibilities as delineated by the Executive Board under the direction of the State IRA Coordinator.**
- 82. Appoint committee members to accomplish charges for the year as needed.**
- 83. Prepare and submit a budget to the Finance Chair in April, prior to Leadership Conference for the upcoming year.**
- 84. Transmit recommendations and motions to the President and the Recording Secretary at each Executive Board meeting.**
- 85. Follow procedural guidelines outlined in the WVRA Bylaws Governance Document.**
- 86. Submit all materials and records to the incoming President at the conclusion of Leadership Conference or to the State Coordinator prior to Leadership if you will not attend.**
- 87. Follow procedural guidelines outlined in the WVRA Bylaws, *Robert's Rules of Order*, and WVRA Handbook.**
- 88. Provide Technology Committee with current website information as requested.**

CHARGES AND RESPONSIBILITIES

- 1. Attend all WVRA Executive Board meetings and Executive Council meetings when attendance is requested by the President or IRA State Coordinator.**
- 2. Work closely with the IRA State Coordinator and President of WVRA.**
- 3. Work collaboratively with WVRA Executive Council/IRA State Coordinator on special projects or programs that benefit local councils.**
- 4. Involve local council members in WVRA projects, programs and conferences whenever possible to cultivate leadership at the local and state level.**
- 5. Serve as a liaison between the Executive Board and local councils.**
- 6. Work with WVRA Membership Director to obtain council membership lists and promote WVRA/IRA membership.**
- 7. Work with IRA State Coordinator to obtain Report of Local Council Officers.**
- 8. Contact local council presidents to inform them of availability of the Director and provide assistance.**
- 9. Meet with district representatives during the annual Leadership Conference, State Conference, and at least one District Meeting to promote participation in WVRA.**
- 10. Provide information to councils that were unable to attend Leadership Conference.**

- 11. Maintain regular communication with councils and provide direct assistance in the following areas; Honor Council, Parents and Reading, membership development, program support, council activities, fund raising, council issues, council recognition programs, and support for newly formed councils.**
- 12. Visit councils in your district as needed (a minimum of once a year) to review organizational planning and share ideas that promote local councils and WVRA. This could be in conjunction with number 9.**
- 13. Work collaboratively with other district directors to share ideas, programs, newsletters, posters, flyers, etc.**
- 14. Send letters of appreciation to all officers, chairs and others who have actively supported WVRA and your efforts at the end of the year/term of office.**

ADMINISTRATORS AND READING CHAIR

GENERAL

- 1. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 2. Serve for the term of the president.**
- 3. Appoint committee members to accomplish charges for the year.**
- 4. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 5. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 6. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 7. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 8. Follow procedural guidelines outlined in WVRA Bylaws.**
- 9. Carry out directives of the President and Executive Board.**
- 10. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Develop and implement a plan for involving county and state-level administrators in the promotion of reading and literacy at the local, state and international levels.**
- 2. Encourage administrators at the county level to support local councils and reading initiatives.**
- 3. Promote membership in local councils, WVRA and IRA.**
- 4. Collaborate with District Directors to involve administrators in local and regional projects and programs.**
- 5. Promote involvement and participation in WVRA special projects and the annual conference. (Guest speakers, presenters, presidors, committee members, etc.)**
- 6. Help to promote WVRA Madge McDaniel Award and Cynthia Lorentz-Cook Grant Award.**
- 7. Send WVRA promotional material to Regional Directors. (RESA)**
- 8. Work collaboratively with Government Relations Committee to support legislation affecting literacy instruction.**

AUTHORS CHAIR

GENERAL

- 11. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 12. Serve for the term of the president.**
- 13. Appoint committee members to accomplish charges for the year.**
- 14. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 15. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 16. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 17. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 18. Follow procedural guidelines outlined in WVRA Bylaws.**
- 19. Carry out directives of the President and Executive Board.**
- 20. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Coordinate activities with participating author/illustrators at WVRA functions as directed by the President, Executive Board and Conference Chair.**
- 2. Work with the Conference Chair to coordinate conference responsibilities regarding author/illustrators at the WVRA Annual Conference.**
 - 2.1 Invitations to authors/illustrators**
 - 2.2 Work with Conference Chair to assign location(s)**
 - 2.3 Work with Conference Chair to schedule (presentations, signings, etc.)**
 - 2.4 Work with Hospitality Chair to obtain appreciation gifts**
 - 2.5 Organize luncheon(s) or brunch(es) to feature authors/illustrators**
 - 2.6 Work with Registration on luncheon/brunch ticket sales**
- 3. Provide Technology Chair with appropriate Internet links for authors/illustrators.**
- 4. Maintain a current list of West Virginia authors and illustrators for distribution or posting on the WVRA website.**
- 5. Provide Publications Chair with author/illustrator information for the *Interchange* as requested.**
- 6. Send letters of appreciation to authors and illustrators.**

BYLAWS AND HANDBOOK CHAIR

GENERAL

- 21. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 22. Serve for the term of the president.**
- 23. Appoint committee members to accomplish charges for the year.**
- 24. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 25. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 26. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 27. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 28. Follow procedural guidelines outlined in WVRA Bylaws.**
- 29. Carry out directives of the President and Executive Board.**
- 30. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Formulate proposals for action as needed or directed by the Executive Board and monitor the necessary steps for change(s) in the WVRA Governance Documents according to parliamentary procedure.**
- 2. Review and revise the WVRA Handbook as deemed necessary by the Executive Board and in accordance with procedures dictated by IRA.**
- 3. Review and revise committee structure and charges on a yearly basis and make recommendations and/or motions to the Executive Board.**
- 4. Work with the President, Executive Board, Recording Secretary, and Technology Chair to incorporate changes in the WVRA Governance Documents and Handbook before each Executive Board meeting.**
- 5. Collaborate with the IRA State Coordinator and the Long Range Planning Committee to determine if the WVRA Governance Documents are current and align with the goals of WVRA.**
- 6. Work with the IRA State Coordinator to develop a procedure for sharing and disseminating WVRA Governance Documents at the annual Leadership Conference.**

CITATIONS AND AWARDS CHAIR

GENERAL

- 31. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 32. Serve for the term of the president.**
- 33. Appoint committee members to accomplish charges for the year.**
- 34. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 35. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 36. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 37. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 38. Follow procedural guidelines outlined in WVRA Bylaws.**
- 39. Carry out directives of the President and Executive Board.**
- 40. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Publicize WVRA Citations and Awards on the WVRA website and Executive Board Meetings.**
- 2. Prepare and distribute nomination forms at Executive Board meetings and post on the WVRA website.**
- 3. Send application forms to nominees.**
- 4. Establish a committee for judging award nominees.**
- 5. Submit nominations for internal awards to the Executive Council for approval two months before the annual conference.**
- 6. Work with Long Range Committee to review WVRA Citations and Awards and awards criteria.**
- 7. Work with the President and Conference Chair to determine schedule of events for awards presentation at the annual conference.**
- 8. Work with other committees that are presenting awards to coordinate award presentations and establish guidelines for recognition.**
- 9. Send press releases and pictures to the *Interchange*, WVRA website and local area newspapers of award recipients.**
- 10. Maintain a record of award recipients and submit a copy to History and Archives Committee.**

EVALUATION CHAIR

GENERAL

41. **Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
42. **Serve for the term of the president.**
43. **Appoint committee members to accomplish charges for the year.**
44. **Prepare and submit a budget to the Finance Chair in April for the next year.**
45. **Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
46. **Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
47. **Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
48. **Follow procedural guidelines outlined in WVRA Bylaws.**
49. **Carry out directives of the President and Executive Board.**
50. **Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

1. **Evaluate all aspects of WVRA functions including the annual conference, leadership conference, special projects, etc.**
2. **Prepare evaluation forms to meet the needs of individual functions.**
3. **Devise a plan for distribution and collection of evaluations for all functions.**
4. **Prepare an evaluation report after each function and submit the report to the President.**
5. **Prepare an annual report on all WVRA functions and submit to the Executive Board at the conclusion of the President's term.**
6. **Distribute evaluation information to presenters as determined by the President, Officer or Committee Chair in charge of the function in a timely manner.**

EXHIBIT CHAIR

GENERAL

- 51. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 52. Serve for the term of the president.**
- 53. Appoint committee members to accomplish charges for the year.**
- 54. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 55. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 56. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 57. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 58. Follow procedural guidelines outlined in WVRA Bylaws.**
- 59. Carry out directives of the President and Executive Board.**
- 60. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Serve as a liaison between exhibitors/clients and Conference Chair for the WVRA annual conference and or other WVRA functions as directed by the President.**
- 2. Prepare and mail packets and contracts to exhibitors/clients for WVRA the Conference or other WVRA functions as directed by the President.**
- 3. Keep and maintain a list of participating exhibitors and contract information.**
- 4. Keep and maintain a record of payment for conference space and number of tables.**
- 5. Provide receipts for exhibitors and retain a copy for Treasurer.**
- 6. Keep and maintain a list of non-profit/non-paying exhibitors. (Newspaper In Education, Read Aloud, etc.)**
- 7. Work with the conference site manager to determine set-up and location of exhibits.**
- 8. Submit payment of conference space/tables to Treasurer in a timely manner for budgetary purposes.**
- 9. Provide nametags, programs and conference amenities for exhibitors.**
- 10. Work with Hospitality Committee to determine on-site hospitality needs and security provisions for exhibitors/clients.**
- 11. Send a letter of appreciation to each exhibitor/client represented in a timely manner to promote public relations and goodwill.**

FINANCE CHAIR

GENERAL

- 61. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 62. Serve for the term of the president.**
- 63. Appoint committee members to accomplish charges for the year.**
- 64. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 65. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 66. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 67. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 68. Follow procedural guidelines outlined in WVRA Bylaws.**
- 69. Carry out directives of the President and Executive Board.**
- 70. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Prepare and submit a projected working budget to the Executive board at the Leadership Conference.**
- 2. Prepare and submit the actual budget to the Executive Board at the second Executive Board meeting.**
- 3. Prepare and file the EZ 990 Income Tax Form with the IRS.**
- 4. Conduct an annual Audit and report findings to the Executive Board.**
- 5. Compile and complete the quarterly reports and present to the WVRA Executive Board.**
- 6. Prepare and distribute budget forms for each office and committee with a due date of April.**
- 7. Work with Treasurer to determine budget guidelines for all offices and committees.**
- 8. Submit expenses and receipts on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 9. Align the goals of the Finance Committee to reflect the future direction and progress of the WVRA.**
- 10. Work with Special Projects Committee(s) and Treasurer to establish budgets and project future expenditures.**

AUDIT OF FINANCIAL RECORDS

- 1. Association using the audit program developed for use by any of the following:**
 - a. A certified Public Accountant, or**
 - b. A public Accountant, or**
 - c. A committee of three qualified individuals, one of which shall be chair of the Finance committee. None of the members shall be the treasurer or any individual keeping the books or original entry and/or ledgers during the period being audited. The audit entry and/or ledgers during the period being audited. The audit committee can be appointed by the Finance Committee chair.**
- 2. The scope of the audit shall be the minimum tests and checks required by federally accepted accounting principals to assure compliance with this audit program and to assure the integrity and control of the assets of the Association. When a time period is suggested for a procedure, it is expected the period will be selected at random and not be in the same period in succeeding years.**
- 3. The fiscal year of the Association end on June 30. The Treasurer's Reports and books of the Association should be turned in by July 31 for audit at that time. The audit needs to be completed by the first Executive Board meeting following July 1.**
- 4. The audit shall be submitted to the Executive Board as part of the next fiscal year report. All reports of the audit including any memorandum issued regarding internal controls or other accounting matters, together with a summary of action taken or proposed action to correct deficiencies or implement recommendation, shall be filed with the Executive Board.**
- 5. The audit or auditor's opinion should be submitted as a separate item referring to the receipts and disbursements as recorded in the ledger of the Association. This opinion should state that it covers cash transactions as well as savings accounts and income therefrom. In addition, the auditor or auditing committee shall make recommendations on how to remedy any deficiencies found.**

Activities of an audit:

- 1. The following audit procedures shall be performed by the Auditor. (The Auditor shall mean herein a CPA, Public Accountant, or Audit Committee as appointed by the Finance Committee.)**
 - A. The auditor shall review internal control procedures.**
 - 1. Have treasurer's reports been prepared and submitted at each Executive Board meeting?**
 - 2. Are bank accounts reconciled at regular intervals by the Finance Committee?**
 - 3. Are two signatures required on checks and on withdrawals from savings accounts?**
 - 4. Are receipts written and recorded for all monies collected?**
 - 5. Do receipt totals match deposits?**

6. Are cash deposits made promptly?
 7. Is check signing authority limited to those charged with disbursing cash?
 8. Are disbursements made against an approved budget?
 9. Is the Association ledger used as the basic record?
 10. Are two persons required on signature card for savings account?
 11. Are there written instructions of handling cash and record keeping?
- B. The auditor shall check the cash receipts ledger.**
1. Deposit slips:
 - Compare the deposit slips to the recordings in the Cash Receipts and to the bank statement verifying the amount, categories of receipts, and dates (any three months).
 - Compare the deposit slips with adding machine tapes or any other tally sheets used to add up receipts (any three months).
 - Examine all correspondence pertaining to receipts (12 months).
 2. Mathematics:
 - Prove the columnar additions down, across and balance forward for Cash Accounting and Income Accounting by duplicating the work of the treasurer (any three months)
 3. Posting:
 - Check postings in detail trial balance against internal control procedures (three months).
 4. Receipts:
 - Check entries in detail trial balance against receipt book entries.
 5. Investment income:
 - Income from securities should be verified by examination of statements.
 6. Transfers:
 - The Auditor should verify that all cash account entries have proper authorization for transfer.
 7. Balances forwarded:
 - the Auditor should satisfy that the opening balance forwarded plus the receipts equals disbursements plus closing balance forwarded.
- C. The Auditor shall review cash disbursements.**
1. Compare checks returned by the bank to the recordings in the detail trial balance (any three months).
 2. Subtract checks not returned by the bank from the June bank statement and prove the adjusted bank statement balance with the cash balance per detail trial balance.
 3. Examine the signatures on the face of the checks and the endorsements on the back of the checks returned by the bank for authenticity (any three months) and the balance.
 4. Compare the invoices with the recording in the disbursement (any three months) detail trial balance.

5. Verify receiver's signature on the invoices to verify expenditures.
6. Check the invoices for dates and buyer's name and address (any three months).
7. Check the mathematics on the invoices and vendors' statements (any three months).
8. Prove the columnar additions down, across and carry forwards by duplicating the work done by the bookkeeper (any three months).
9. Check postings to summary sheets for Executive Board meetings. Current Expenses – the Auditor should satisfy himself or herself that these have been fairly classified to budget category.
10. The auditor should verify bank balances as of the end of the period and should satisfy himself that the closing cash figure is correctly stated.
11. The Auditor shall review bank accounts.
 - A. The Auditor should ascertain the number of bank accounts maintained and the purpose for which each is maintained. Receipts and disbursements of all checking and savings accounts covering the disposition of Association funds are to be incorporated into the treasurer's reports.
 - B. The Auditor should ascertain whether the Association requires two signatures for disbursement of funds by check in cases of spending budget allocations and savings transfers.
 - C. The Auditor shall review the general ledger.
 - Examine all entries
 - Prove computations and additions
 - Take trial balances on all accounts.
12. The Auditor should comment on the internal control procedures in effect in a separate letter or memorandum, which should be reported to the Executive Committee of the Association and made a part of their minutes.
 - A. Exceptions to adequate procedures should be noted as part of these comments.
 - B. A copy of this letter or memo along with any action plan approved by the Finance Committee shall be sent with the Audit Report as provided.

GOVERNMENT RELATIONS CHAIR

GENERAL

- 71. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 72. Serve for the term of the president.**
- 73. Appoint committee members to accomplish charges for the year.**
- 74. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 75. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 76. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 77. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 78. Follow procedural guidelines outlined in WVRA Bylaws.**
- 79. Carry out directives of the President and Executive Board.**
- 80. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Maintain contact with Legislators, the State Board of Education and IRA regarding any legislation or policies that affect reading/language arts in the state or nation.**
- 2. Develop ways to respond to legislation affecting reading/language arts with the consent of the Executive Council.**
 - 2.1 Testify at public hearings.**
 - 2.2 Contact legislators by telephone, e-mail, letters, and/or personal visits.**
 - 2.3 Lobby for either the passage or defeat of legislation affecting reading/language arts.**
 - 2.4 Secure advice of the President in emergencies and interim periods between Executive Board meetings when prior consent has not been given.**
- 3. Maintain contact with IRA's Legislative/Government contact in Washington, D.C. and IRA Government Relations/Legislative Committee regarding legislation and policies affecting reading/language arts at the national level.**
- 4. Communicate with the Executive Board through written correspondence or e-mail, legislative activity or State Board of Education activity that affects reading/language arts.**
- 5. Work with the President, Executive Council, Executive Board, and IRA State Coordinator to develop position statements when necessary.**

HIGHER EDUCATION COMMITTEE

GENERAL

81. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)
82. Serve for the term of the president.
83. Appoint committee members to accomplish charges for the year.
84. Prepare and submit a budget to the Finance Chair in April for the next year.
85. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.
86. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.
87. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.
88. Follow procedural guidelines outlined in WVRA Bylaws.
89. Carry out directives of the President and Executive Board.
90. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.

CHARGES AND RESPONSIBILITIES

1. Maintain and develop new literacy partnerships with higher education institutions.
2. Work with Technology Committee to establish links for pre-service teachers.
3. Work with WVRA Membership Director and Student Membership Committee to support the promotion and retention of student members as full members.
4. Encourage student members to become actively involved in local councils as well WVRA, through leadership roles, serving on committees and participating in programs and conferences offered by local councils and WVRA.

HISTORY AND ARCHIVES CHAIR

GENERAL

91. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)
92. Serve for the term of the president.
93. Appoint committee members to accomplish charges for the year.
94. Prepare and submit a budget to the Finance Chair in April for the next year.
95. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.
96. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.
97. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.
98. Follow procedural guidelines outlined in WVRA Bylaws.
99. Carry out directives of the President and Executive Board.
100. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.

CHARGES AND RESPONSIBILITIES

1. Maintain and store archives in an appropriate place.
2. Request archive information from President, Recording Secretary, Citations and Awards, IRA Honor Council, IRA State Coordinator, and other committees at the end of the year.
 - 2.1 Store in file folders or manila packets with the contents and dates recorded on the outside.
3. Display appropriate memorabilia from the archives as requested by the President or Executive Council, exercising care for fragile items.
4. Request permission from the President and or the Executive Council for archive articles to be loaned. All loaned articles must be documented as to the date loaned, to whom they were loaned and when they will be returned. (Notify the President/Executive Council when articles have been returned.)
5. Establish or update guidelines as needed for WVRA and local councils to use in collecting and preserving their archives.

HONOR COUNCIL CHAIR

GENERAL

101. **Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
102. **Serve for the term of the president.**
103. **Appoint committee members to accomplish charges for the year.**
104. **Prepare and submit a budget to the Finance Chair in April for the next year.**
105. **Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
106. **Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
107. **Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
108. **Follow procedural guidelines outlined in WVRA Bylaws.**
109. **Carry out directives of the President and Executive Board.**
110. **Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

1. **Maintain on-going communication with local council presidents, IRA State Coordinator, and IRA contact throughout the year regarding Honor Council programs.**
2. **Acquire/maintain information from IRA on local council Honor Council status.**
3. **Support local councils working toward Honor Council recognition.**
4. **Support and mentor new councils working toward establishing Honor Council status for the first time.**
5. **Assist local councils earning Honor Council recognition with writing press releases for local papers and publications.**
6. **Notify and remind local councils of due dates for all Honor Council documents.**
7. **Work with the IRA State Coordinator, Conference Chair and Awards Committee to recognize WVRA Honor Council recipients at the WVRA annual conference.**
8. **Submit pertinent archival information to the History and Archive Committee.**
9. **Submit pertinent information to the Technology Committee for the WVRA website.**
10. **Submit pertinent information to the Publications Committee for the *Interchange* as requested.**

HOSPITALITY CHAIR

GENERAL

111. **Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
112. **Serve for the term of the president.**
113. **Appoint committee members to accomplish charges for the year.**
114. **Prepare and submit a budget to the Finance Chair in April for the next year.**
115. **Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
116. **Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
117. **Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
118. **Follow procedural guidelines outlined in WVRA Bylaws.**
119. **Carry out directives of the President and Executive Board.**
120. **Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

1. **Assume hospitality responsibilities for all WVRA functions as directed by the President.**
2. **Work directly with the President and Conference Chair to determine the hospitality needs for the annual conference.**
 - 2.1 **Work directly with the Conference Chair to prepare a budget and determine specific responsibilities for the committee.**
 - 2.2 **Work directly with the Conference Chair and other conference committees that might require hospitality services.**
3. **Work directly with the President and the IRA State Coordinator to determine the hospitality needs for Leadership Conference.**

IRA PROGRAMS AND AWARDS CHAIR

GENERAL

- 121. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 122. Serve for the term of the president.**
- 123. Appoint committee members to accomplish charges for the year.**
- 124. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 125. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 126. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 127. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 128. Follow procedural guidelines outlined in WVRA Bylaws.**
- 129. Carry out directives of the President and Executive Board.**
- 130. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Provide local councils and the Executive Board with information regarding International Projects.**
- 2. Provide local councils and the Executive Board with resources and Internet links to IRA Programs and Awards.**
- 3. Provide local councils with information and timelines for IRA's Exemplary Reading Program Award.**
 - 2.1 Submit necessary information/application to the Technology Committee for posting on the WVRA website, with timelines and contact information.**
 - 2.2 Evaluate applications and select a recipient.**
 - 2.3 Work with Conference Chair and Citations/Awards Chair to honor recipient(s) at the WVRA annual conference.**
 - 2.4 Publicize the recipient(s) of the award in local area newspaper.**
 - 2.5 Publicize the recipient(s) on the WVRA website and *Interchange*.**
 - 2.6 Work with IRA State Coordinator to share IRA Programs and Award information at the WVRA Leadership Conference.**
- 4. Submit appropriate materials to the History and Archives Committee.**

LONG RANGE PLANNING CHAIR

GENERAL

131. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)
132. Appoint committee members to accomplish charges for the year.
133. Serve under the direction of the President and the Executive Council.
134. Prepare and submit a budget to the Finance Chair in April for the next year.
135. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.
136. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.
137. Transmit/Submit recommendations and motions to the President and Executive Council prior to each Executive Board meeting.
138. Follow procedural guidelines outlined in WVRA Bylaws.
139. Carry out directives of the President and Executive Board.
140. Submit all materials and records to the succeeding chairperson, when applicable, at the WVRA Leadership Conference or to the WVRA President if you cannot attend.

CHARGES AND RESPONSIBILITIES

1. Create a working committee that includes but is not limited to the Past President, President, President Elect, Vice President, IRA State Coordinator, and Finance Director. (Additional committee members will be included at the discretion of the chairperson.)
2. Review operations of the West Virginia Reading Association.
3. Review the five-year plan established by the committee and make revisions accordingly.
4. Collect and analyze data related to the Association, both internal and external.
5. Evaluate the status and relevance of existing goals and provide current information for publications.
 - 5.1 Submit approved recommendations to Publications Committee for the Interchange.
 - 5.2 Submit approved recommendations to Technology Committee for the WVRA website.
6. Submit a report with recommendations for action to the President and the Executive Council. The report will include:
 - 6.1 the office or committee
 - 6.2 the charge or responsibility
 - 6.3 goals and objectives of the charge or responsibility
 - 6.4 timeline for action.
7. All recommendations and motions approved by the President and Executive Council must be presented to the Executive Board at an Executive Board meeting.

NIE/MIE (NEWSPAPER IN EDUCATION, MEDIA IN EDUCATION) CHAIR

GENERAL

- 141. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 142. Serve for the term of the president.**
- 143. Appoint committee members to accomplish charges for the year.**
- 144. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 145. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 146. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 147. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 148. Follow procedural guidelines outlined in WVRA Bylaws.**
- 149. Carry out directives of the President and Executive Board.**
- 150. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Develop a marketing plan for MIE programs.**
- 2. Utilize IRA online resources to develop programs for WVRA.**
- 3. Promote and implement a statewide MIE contest.**
 - 3.1 Provide MIE contest information to local councils and the Technology Committee for publication on the WVRA website.**
 - 3.2 Submit recipient names to Citations and Awards Committee to be recognized at the annual conference.**
 - 3.3 Publicize winner(s) in local area newspapers and WVRA Spring *Interchange*.**
 - 3.4 Submit winner(s) to Technology Committee for recognition on the WVRA website.**
- 4. Develop a promotional packet of MIE programs, activities and resources to be shared with local councils at Leadership Conference and on the WVRA website.**

NOMINATIONS AND ELECTIONS CHAIR

GENERAL

- 151. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 152. Serve for the term of the president.**
- 153. Appoint committee members to accomplish charges for the year.**
- 154. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 155. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 156. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 157. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 158. Follow procedural guidelines outlined in WVRA Bylaws.**
- 159. Carry out directives of the President and Executive Board.**
- 160. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Prepare a slate of nominees for the offices outlined in the Bylaws to be presented to the Executive Board for final approval.**
- 2. Present the slate of nominees to the General Assembly at the annual conference.**

PARENTS AND READING CHAIR

GENERAL

- 1. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 2. Serve for the term of the president.**
- 3. Appoint committee members to accomplish charges for the year.**
- 4. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 5. Submit committee expenses on appropriate form to Treasurer in timely manner budgetary purposes.**
- 6. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 7. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 8. Follow procedural guidelines outlined in WVRA Bylaws.**
- 9. Carry out directives of the President and Executive Board.**
- 10. Submit all materials and record to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Provide and distribute appropriate reading activities for parents that are scientifically research based through local councils at Executive Board meetings.**
- 2. Work with Honor Council Committee to provide an informational session on Parents and Reading for Honor Council projects at the WVRA Leadership Conference.**
- 3. Network with local councils to share ideas and successful programs and projects.**
- 4. Work with the Conference Chair and Registration Committee to announce and distribute Parent Passes for the WVRA annual conference.**
- 5. Work with the Conference Chair, Honor Council Committee, Citations and Awards Committee to honor Parents and Reading Honor Councils at the WVRA annual conference.**
- 6. Submit pertinent information to the Technology Committee for the WVRA website.**
- 7. Submit pertinent information to the Publications Committee for the *Interchange*.**
- 8. Submit pertinent archival information to the History and Archives Committee.**

PUBLICATIONS CHAIR

GENERAL

- 1. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 2. Serve for the term of the president.**
- 3. Appoint committee members to accomplish charges for the year.**
- 4. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 5. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 6. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 7. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 8. Follow procedural guidelines outlined in WVRA Bylaws.**
- 9. Carry out directives of the President and Executive Board.**
- 10. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

Prepare publications as directed by the President and Executive Board.

- 1.1 Promote reading/literacy through the WVRA *Interchange*.**
- 1.2 Provide recognition for award recipients in the *Interchange*.**
- 1.3 Promote special projects in the *Interchange* .**
- 1.4 Promote membership in local councils, WVRA and IRA in the *Interchange*.**
- 1.5 Highlight Districts and Local Councils in the *Interchange*.**
- 1.6 Publicize the annual conference through a poster publication.**

Submit publications for the year to the History and Archive Committee.

REGISTRATION CHAIR

GENERAL

- 1. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 2. Serve for the term of the president.**
- 3. Appoint committee members to accomplish charges for the year.**
- 4. Appoint committee members to assist with conference registration prior to and during the conference.**
- 5. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 6. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 7. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 8. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 9. Follow procedural guidelines outlined in WVRA Bylaws.**
- 10. Carry out directives of the President and Executive Board.**
- 11. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Pre-register and register conferees for the WVRA annual conference and other WVRA functions as requested by the President and the Executive Board.**
- 2. Provide pre-conference/conference registration information, with contacts, to the Technology Committee for the website.**
- 3. Provide pre-conference/conference registration information, with contacts, to the Publications Committee for the conference poster publication.**
- 4. Order and prepare registration materials for WVRA functions as directed by the President (registration packets, badges, nametags, ribbons, tickets, etc.).**
- 5. Maintain lists(s) of participants by function category for purposes of future planning and submit to the President or Committee chair responsible for the event.**
- 6. Provide an annual record of conference attendees and submit a copy to the President, Director of Membership, and Conference Chair for future planning.**

STUDENT MEMBERSHIP CHAIR

GENERAL

- 1. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 2. Serve for the term of the president.**
- 3. Appoint committee members to accomplish charges for the year.**
- 4. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 5. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 6. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 7. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 8. Follow procedural guidelines outlined in WVRA Bylaws.**
- 9. Carry out directives of the President and Executive Board.**
- 10. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Work directly with the Director of Membership and the IRA State Coordinator to provide services to WVRA's student membership.**
- 2. Maintain a list of current student members for reporting purposes.**
- 3. Collaborate with the Higher Education Committee to develop ways to communicate with student members and provide resources relating to reading.**
- 4. Assist the Director of Membership with programs, procedures and activities that support the promotion and retention of student members as full members.**
- 5. Work with the Director of Membership and IRA State Coordinator to involve students in all WVRA functions.**
- 6. Supply the Director of Membership with materials to display at conferences or other WVRA functions.**
- 7. Contact IRA Headquarters for current programs and brochures applicable for student members.**

STUDIES AND RESEARCH CHAIR

GENERAL

- 1. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 2. Serve for the term of the president.**
- 3. Appoint committee members to accomplish charges for the year.**
- 4. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 5. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 6. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 7. Transmit/Submit recommendations and motions to the President prior to each Executive Board meeting.**
- 8. Follow procedural guidelines outlined in WVRA Bylaws.**
- 9. Carry out directives of the President and Executive Board.**
- 10. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Report on current studies and research in reading for the benefit of the membership of WVRA.**
- 2. Promote IRA publications and research.**
- 3. Provide websites and resource information for further research or the study of reading related topics.**
- 4. Collaborate and share information with the State Department of Education on current scientifically based reading research.**
- 5. Work with the Government Relations Chair and share current research in the field of reading.**

TECHNOLOGY CHAIR

GENERAL

- 1. Maintain current member status in the West Virginia Reading Association. (Local council and IRA membership is optional but highly recommended.)**
- 2. Serve for the term of the president.**
- 3. Appoint committee members to accomplish charges for the year.**
- 4. Prepare and submit a budget to the Finance Chair in April for the next year.**
- 5. Submit committee expenses on appropriate form to Treasurer in a timely manner for budgetary purposes.**
- 6. Submit committee actions at each Executive Board meeting to the President and Recording Secretary.**
- 7. Transmit/submit recommendations and motions to the President prior to each Executive Board meeting.**
- 8. Follow procedural guidelines outlined in WVRA Bylaws.**
- 9. Carry out directives of the President and Executive Board.**
- 10. Submit all materials and records to the succeeding chairperson at the WVRA Leadership Conference or to the WVRA President if you cannot attend.**

CHARGES AND RESPONSIBILITIES

- 1. Maintain a current website for the West Virginia Reading Association, to include all pertinent information deemed necessary by the President and the Executive Board.**
- 2. Promote all open functions of WVRA and provide the public with necessary information and links.**
- 3. Provide a calendar of events for WVRA/IRA programs and events.**
- 4. Provide links to organizations that promote literacy and best practices in reading.**
- 5. Provide information or links for staff development opportunities throughout the year.**
- 6. Provide support and recognition to districts and local councils through posting of pertinent information.**
- 7. Advertise websites for Local Councils, WVRA, and IRA whenever possible.**
- 8. Keep pictorial record and other relevant information of all West Virginia Reading Association meetings and functions for the year as directed by the President.**
- 9. Maintain and furnish current pictures, names and dates of officers for use in Interchange, conference program and website.**
- 10. Work with History and Archives Committee and Recording Secretary to maintain and preserve records of WVRA.**
- 11. Continue to implement current technology to pictorially record and archive WVRA events.**
- 12. To provide the technology for WVRA presentations for Leadership, Executive Board Meetings, and the WVRA State Conference.**