NCRA Policies & Procedures Handbook

The North Carolina Reading Association, Inc. shall be a professional organization of individuals who are genuinely concerned with the improvement and advancement of reading, writing and language arts and their integration into all disciplines of study. The North Carolina Reading Association is a non-profit corporation serving the state of North Carolina.

NCRA MISSION

The North Carolina Reading Association actively promotes lifelong literacy for all citizens commensurate with each individual’s unique capacity. The organization and its members encourage professional interaction among individuals and organizations involved with literacy to provide resources for exemplary literacy practices and habits.

LOCAL COUNCILS

A local council in good standing must meet all of the following:

- A minimum of 20 members.
- At least 3 of the local council members must be officers.
- At least 3 of the local council members must be ILA members
- Must have at least 3 meetings during the fiscal year.
- Abide by the policies of the NCRA.
- Avoid membership policies that are discriminatory or in violation of antitrust laws.
- Identify itself to members and the public as a NCRA council or affiliate.
- Provide NCRA with the current EIN# and name of the financial institution in which the local funds are held.
- Abide by all the rules and regulations that a 501(c)(3) organization must adhere to in order to keep the exempt status.

1.0 Executive Committee

1.1 PRESIDENT

President’s Qualifications

- Must be a member of the International Literacy Association (ILA).
- Must be an active member of the North Carolina Reading Association (NCRA, Inc.) and a local council.
- Support the mission and goals of the NCRA, Inc.
- Must have exhibited leadership qualities in a local reading council by serving as an officer or committee chairperson and/or serving on the NCRA, Inc. Board of Directors (BOD).
Benefits

- Ongoing professional development, leadership opportunities, and collegial relationship-building
- Waiver of Registration fees for the annual NCRA, Inc. Conference; and indefinitely as a Past-President
- Reimbursement for Mileage (and hotel if needed) to attend meetings of the EC and BOD
- Expenses paid to attend the ILA Leadership Training (if available; may be paid by ILA)
- Expenses paid, up to the specified amount in the budget, to attend the annual ILA conference (or another literacy focused conference of choice)

Role/Responsibilities of the President:

- Fulfill the duties of the President as stated in the NCRA, Inc. Bylaws and Policy & Procedures Handbook.
- Serve as the official representative of the NCRA, Inc.
- Complete and submit the annual State Officer Report to ILA by June 30th.
- Utilize Strategic Plan to identify goals, needs, and plans for the year in collaboration with the Executive Committee (EC)
- Keep expenditures within budget and seek EC approval for any new/unplanned expenses.
- Schedule yearly EC and BOD meetings (minimum of three)
- Submit reports to the Secretary at least 2 weeks before EC and BODs meetings
- Maintain active communication with the NCRA, Inc. Executive Committee and Board of Directors including all pertinent communications from ILA
- Develop the agendas for (with input from the EC and BOD) and lead meetings of the EC, BOD, and Delegates Assembly. Send/share agendas two weeks prior to meeting.
- Serve as Conference Committee Chair and assume final responsibility for implementation of the state conference (theme, schedule, speakers, vendors, etc.)
- Serve as an ex-officio member of all committees, except the committees he/she chairs or co-chairs.
- Appoint other temporary, special, or ad hoc committees as needs arise.
- Visit local council meetings and/or council activities
- Collaborate with the Council Leadership Coordinator (CLC) in planning the Leadership Institute for state and local officers held at the beginning of the President’s term (June)
- Collaborate with CLC to further develop membership and local council leaders
- Mentor the NCRA, Inc. President-Elect and turn all files over to him/her at term end
- Assist the President-Elect as needed in appointing members and chairpersons of standing committees for the upcoming year before/during the Leadership Institute.
- Issue and present certificates of appreciation to those persons who have made a significant contribution to NCRA, Inc. (Delegates Assembly/Awards Assembly)
- Determine with EC whether or not questionable bills shall be paid by the Treasurer.
- Co-sign all checks to be used for NCRA, Inc. expenditures and reimbursements.

Business Timeline:

**Summer/Leadership Meeting:** Final budget review, set dates for EC/BOD meetings in the upcoming year, review paid position contracts, review officer duties/roles, welcome new officers, set committees for upcoming year, meet with YA committee

**Fall Meeting:** Strategic planning, membership data review

**Winter Meeting:** YA judging details, prepare officer nominees for voting in February, submit ballot to all members, finalize conference details

**Spring Meeting:** strategic planning, conference details, reflect on the year (evaluation), budget review

**Delegate’s Assembly:** vote on any new business (bylaws, etc), share results of new officer positions

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1.2 PRESIDENT-ELECT

President-Elect Qualifications

- Be an active member of the International Literacy Association (ILA).
- Be an active member of the North Carolina Reading Association (NCRA, Inc.) and a local council.
- Support the mission and goals of the NCRA, Inc. and ILA.
- Have exhibited leadership qualities in a local reading council by serving as an officer or committee chairperson and/or serving on the NCRA, Inc. Board of Directors (BOD).

Benefits

- Ongoing professional development, leadership opportunities, and collegial relationship-building
- Waiver of Registration fees for the annual NCRA, Inc. Conference
- Reimbursement for Mileage (and hotel if needed) to attend meetings of the EC and BOD
- Expenses paid to attend the ILA Leadership Training (if available; may be paid by ILA)
- Expenses paid, up to the specified amount in the budget, to attend the annual ILA conference (or another literacy focused conference of choice)

Role/Responsibilities of the President-Elect:

- Fulfill the duties of the President-Elect as stated in the NCRA, Inc. Bylaws and Policy & Procedures Handbook.
- Attend all Board of Directors and Executive Committee meetings of the NCRA, Inc.
- Preside over the Board of Directors, Executive Committee, and/or the Delegates Assembly in the event that the President is absent, Incapacitated, or resigns.
- Assume Presidency for the remainder of that term of office in the event that the President resigns or the office is otherwise vacated.
- Submit reports to the Secretary at least 2 weeks before EC and BODs meeting
- Keep expenditures within budget and seek EC approval for any new/unplanned expenses.
- Visit local council meetings and/or council activities
- Serve as an ex-officio member of all committees, except the committees he/she chairs or co-chairs.
- Serve as chairperson of the Awards Committee.
  - Select committee members to coordinate each of the awards
  - Update all awards from the previous year and provide information regarding awards to EC/BOD and social media managers/webmaster for publication/sharing
  - Determine due date for all awards (January/February)
  - Plan Awards Ceremony (to be held prior to the Delegates Assembly) and appoint BOD and/or local council members to assist
  - Work with Executive Assistants to recruit sponsors for the awards ceremony
  - Develop the agenda and script for the awards ceremony
  - Assign officer responsibilities/roles for the awards ceremony including presentation of awards, photos, etc.
  - Notify all winners of awards and arrange for them to attend the awards ceremony; offer overnight accommodations if necessary
  - Collaborate with DMD to ensure all membership awards are ready for awards ceremony
○ Inform Treasurer of which awards are monetary
○ Make decisions about decorations, entertainment, etc.
○ Prepare certificates and/or plaques for distribution at awards ceremony
○ Arrange photographer for award recipients and share with social media managers/webmaster

● Collaborate with the Executive Assistance and Conference Committee in preparation for the following year as President.
  ○ Identify and develop theme
  ○ Develop implementation timeline
  ○ Identify potential speakers/authors
● Recommend a list of committee chairs for following year to EC and announce at Leadership
● Collaborate with CLC in the development of the NCRA, Inc. Leadership Institute.
● Purchase a gift of appreciation for the outgoing President ($100 maximum).
● Perform other duties as assigned by the President

1.3 VICE PRESIDENT

Qualifications of the Vice President:
● Must be an active member of the International Literacy Association (ILA).
● Must be an active member of the North Carolina Reading Association (NCRA, Inc.) and a local council.
● Support the mission and goals of the NCRA, Inc. and ILA.
● Must have exhibited leadership qualities in a local reading council by serving as an officer or committee chairperson and/or serving on the NCRA, Inc. Board of Directors (BOD).
● Have exhibited strong written and spoken communication skills

Benefits
● Ongoing professional development, leadership opportunities, and collegial relationship-building
● Waiver of Registration fees for the annual NCRA, Inc. Conference
● Reimbursement for Mileage (and hotel if needed) to attend meetings of the EC and BOD
● Expenses paid to attend the ILA Leadership Training (if available; may be paid by ILA)
● Expenses paid, up to the specified amount in the budget, to attend the annual ILA conference (or another literacy focused conference of choice)

Role/Responsibilities of the Vice President:
● Fulfill the duties of the Vice President as stated in the NCRA, Inc. Bylaws and Policy & Procedures Handbook.
● Attend all meetings of the BOD, EC, and Delegates Assembly of the NCRA, Inc.
● Preside over the BOD, the EC, or the Delegate’s Assembly in the event that the President and President-elect, are absent, are incapacitated, or resign.
● Become President-elect for the remainder of that term of office in the event that the President-elect resigns or the office is otherwise vacated.
● Keep expenditures within budget and seek EC approval for any new/unplanned expenses.
● Submit reports to the Secretary at least 2 weeks before EC and BODs meetings
● Serve as co-chairperson of the Membership Committee, working with the Director of Membership Development (DMD) to oversee membership activities described in the NCRA, Inc. Policy and Procedures Handbook. These activities include, but are not limited to the following:
● Work with the Director of Membership Development to oversee membership paperwork on an as needed basis

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and directed by the DMD.

- Work with DMD to establish a statewide membership network and help distribute/share materials at the annual conference.
- Visit council meetings and/or council activities throughout the course of each year.
- Offer services to councils within the state for guidance, upon the request of the councils.
- Assist councils with programs, suggesting speakers, or by volunteering to present programs.
- Provide the Conference Committee Executive Assistants with your VIP list of speakers prioritized along with suggested program spots.
  - Coordinate this with President and President-elect so there’s no overlap. **Suggested due date:** January 1 of PE term
- Perform other duties assigned by the President

### 1.4 IMMEDIATE PAST PRESIDENT

**Responsibilities/Roles of the Past President:**

- Fulfill the duties of the Past President as stated in the NCRA, Inc. Bylaws and *Policies and Procedures Handbook*.
- Attend all meetings of the Board of Directors, Executive Committee, and the Delegates Assembly of the NCRA Inc.
- Keep expenditures within budget and seek EC approval for any new/unplanned expenses.
- **Serve as chairperson of the Governance Committee**
  - Submit names of potential committee members to President and EC (as needed)
  - Review the bylaws regularly with the Governance Committee to propose revisions as needed.
  - Submit proposed changes to the EC and BOD for approval no later than the January meeting, and ultimately to the Delegates Assembly (at least 30 days before the Delegates Assembly).
  - Call periodic meetings of the strategic planning group (e.g., before EC meetings and at the Leadership Institute).
  - See duties of the Governance Committee in the *Handbook (3.0)*
  - Submit reports to the Secretary at least 2 weeks before EC and BODs meetings
- Review and Revise as needed the *NCRA, Inc. Policies and Procedures Handbook* annually.
  - Ensure that information in the *Handbook* is consistent with any changes in bylaws, ILA changes, motions approved in BOD meetings, etc.
- **Serve as a member of the Awards Committee**
- Collaborate with CLC, President, and President-Elect to plan and implement the Leadership Institute
- Perform other duties as requested by the President

### 1.5 TREASURER

**Qualifications of the Treasurer:**

- Must be an active member of the International Literacy Association (ILA).
- Must be an active member of the North Carolina Reading Association (NCRA, Inc.) and a local council.
- Support the mission and goals of the NCRA, Inc. and ILA.
- Must have exhibited leadership qualities in a local reading council by serving as an officer or committee chairperson and/or serving on the NCRA, Inc. Board of Directors (BOD).
- Be familiar with non-profit organization finances
● Be familiar with standard and accepted procedures for maintaining accurate and complete financial organizational records.
● Demonstrate the ability to keep accurate financial records.
● Serve on the Board for a term of three years with opportunity for additional 3 year terms.

Benefits
● Ongoing professional development, leadership opportunities, and collegial relationship- building
● Waiver of Registration fees for the annual NCRA, Inc. Conference
● Reimbursement for Mileage (and hotel if needed) to attend meetings of the EC and BOD
● Expenses paid to attend the ILA Leadership Training (if available; may be paid by ILA)
● Expenses paid, up to the specified amount in the budget, to attend the annual ILA conference (or another literacy focused conference of choice)

Role/Responsibilities of the Treasurer:
● Fulfill the duties of the treasurer as stated in the NCRA, Inc. Bylaws and Policies and Procedures Handbook.
● Attend all NCRA, Inc. Board of Directors (BOD), Executive Committee (EC), and Delegates Assembly meetings. If unable to attend a BOD meeting, the Treasurer shall submit to the Secretary the report to be included in the consent agenda.
  ○ Provide current Reimbursement Request Forms to all EC and BOD members via email and/or location on the www.ncreading.org website.
  ○ The treasurer shall explain the use of forms and requirements for submission:
    ■ Each expenditure must be coded by budget line items.
    ■ Receipts must be attached for each coded expenditure.
    ■ Expenditures are to be totaled and subtracted from budgeted amount to show remaining balance in account.
● Submit a written financial report at each EC and BOD meeting.
● Visit local council meetings and/or council activities throughout the course of each year.
● Serve as chairperson of the Finance Committee.
  ○ With President, schedule Finance Committee meeting to develop budget annually
● Keep and maintain accurate accounts of all monies, bills, and payment authorizations of the NCRA, Inc. according to budget line items.
● Maintain regular contact with local council Treasurers and Presidents concerning
  ○ nonprofit and Internal Revenue Service (IRS) regulations and filing obligations.
  ○ Collect dues and any other monies from the Director of Membership
  ○ Development and other EC, BOD, and Committee members.
● Make deposits in a local bank in the name of the "North Carolina Reading Association, Inc."
● Yearly, add the incoming President to the checking account.
  ○ All transactions by check will require the signatures of the Treasurer and President
  ○ Notify EC and BOD in charge of budgeted items when allocated funds have been used or are approaching the budgeted amount.
● Keep expenditures within the budget. Any expenditure in excess of 10% of the line-item budgeted amount must be approved by the EC and BOD.
● Pay only those bills, which are appropriately authorized with expenditures verified by receipts and the Reimbursement Request Form.
● Prepare an annual financial report to be distributed to all in attendance at the Delegates Assembly.
  ○ Close out accounts following the last BOD meeting of the fiscal year. The cut-off date for bills and

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expenses will be May 31. Any other bills and expenses turned in after that will come out of the following year’s budget. Require prompt submission of all bills for payment so that the books can be closed by June 1.

- Coordinate with the NCRA, Inc. scholarship recipient(s) and the recipient’s university or college financial aid office payments to be used by the recipient.
- Coordinate with the CPA for NCRA, Inc. to provide him/her with information
  - needed to prepare and file the appropriate IRS forms.
  - The CPA will file the appropriate IRS forms by October 15 (as long as the fiscal year ends on May 31).

- Arrange for an impartial certified accountant to serve on an ongoing basis to audit and oversee the finances of the organization.
- Keep payment authorization forms together with itemized bills from vendors and individuals to be submitted to the Budget Committee, if requested.
- Purchase and renew Liability and Conference Cancellation insurance to cover all NCRA, Inc. sponsored meetings and events.
- Prior to the completion of the current Treasurer’s term, all information required to complete the duties of the Treasurer shall be passed on to the new Treasurer.
- Perform other duties specified by the President

1.6 SECRETARY

Qualifications of Secretary:
- Be an active member of the International Literacy Association (ILA).
- Be an active member of the North Carolina Reading Association (NCRA, Inc.) and a local council.
- Support the mission and goals of the NCRA, Inc. and ILA.
- Have exhibited leadership qualities in a local reading council by serving as an officer or committee chairperson and/or serving on the NCRA, Inc. Board of Directors (BOD).
- Have exhibited strong written and spoken communication skills
- Demonstrate the ability to keep proper records and executive correspondence and disseminate information.

Benefits
- Ongoing professional development, leadership opportunities, and collegial relationship-building
- Waiver of Registration fees for the annual NCRA, Inc. Conference
- Reimbursement for Mileage (and hotel if needed) to attend meetings of the EC and BOD
- Expenses paid to attend the ILA Leadership Training (if available; may be paid by ILA)
- Expenses paid, up to the specified amount in the budget, to attend the annual ILA conference (or another literacy focused conference of choice)

Role/Responsibilities of Secretary:
- Fulfill the duties of the secretary as stated in the NCRA, Inc. Bylaws and Policies and Procedures Handbook.
- Attend all meetings of the Board of Directors, Executive Committee, and the Delegates Assembly of the NCRA Inc.
- Act as presiding officer over the Board of Directors, Executive Committee, or Delegates Assembly in the event that the President, President-elect, and Vice President are absent, Inc. are incapacitated, or resign.
- Keep expenditures within budget and seek EC approval for any new/unplanned expenses.
Accurately record all minutes of the Board of Directors and Executive Committee meetings and the Delegates Assembly and maintain a record of such minutes for future reference.

Upload to the Google folder, share with EC/BOD a copy of the minutes for each meeting and send the to the NCRA webmaster to be posted on the NCRA, Inc. website.

Edit minutes from the Board of Directors meetings and Delegates Assembly and disseminate according to procedures described under "Procedures."

Maintain a record of attendance at all Executive Committee and Board of Directors meetings.

Retain copies of the end of the year reports and send to NCRA Webmaster to post on the NCRA, Inc. website.

Maintain communication with the EC and BOD concerning all matters of the organization.

Provide the successor with electronic copies of all minutes, permanent records, correspondence, and other information on or about June 30 at the close of the term or office.

Keep expenditures within the budget. Any expenditure exceeding the budgeted amount must have approval of the Executive Committee.

Visit local council meetings and/or council activities throughout the course of each year.

Perform other duties specified by the President.

**PROCEDURES FOR EDITING AND DISSEMINATING MINUTES:**

1. The Secretary takes minutes of the meetings of the Executive Committee, Board of Directors, and Delegates Assembly. He/she types a draft copy and disseminates it to the Executive Committee within two weeks of the EC and BOD meetings in which the minutes were taken.

2. Members of the EC review and edit the EC and BOD minutes and return comments/copies to the secretary within the next two weeks.

3. The Secretary combines the editing comments, types a final draft, and forwards it to the Executive Committee within the next two weeks (approximately 6 weeks after the EC and BOD meetings.)

4. The Secretary emails a copy of the draft to all voting members of the Board of Directors two weeks prior to the next EC and Board of Directors meetings.

5. The members of the Board of Directors review and approve, as part of the consent agenda. Edits to the minutes are made as needed and a final draft sent out.

6. The Secretary provides a copy of the accepted minutes to the President and the webmaster who posts on the NCRA, Inc. website.

7. The minutes for the Delegates Assembly shall be reviewed and edited at the EC Board meeting following the Delegates Assembly.

8. The edited version of the Delegates Assembly minutes shall be presented for approval at the following year's Delegates Assembly.

9. All motions must be given dictated to the Secretary for inclusion in the minutes.

10. All committee reports must be compiled and prepared for the final BOD meeting and attached to the minutes.

   a. meeting agendas, motions, and voting issues
   b. procedural changes
   c. proposed changes in the working of the organization, Inc. including all levels: EC, Board, and/or committees
1.7 COUNCIL LEADERSHIP COORDINATOR (CLC)

Qualifications of CLC:
- Be an active member of the International Literacy Association (ILA).
- Be an active member of the North Carolina Reading Association (NCRA, Inc.) and a local council.
- Support the mission and goals of the NCRA, Inc. and ILA.
- Have exhibited leadership qualities in a local reading council by serving as an officer or committee chairperson and/or serving on the NCRA, Inc. Board of Directors (BOD).
- Have exhibited strong written and spoken communication skills
- Commit to a three year term

Job Description/Responsibilities of CLC:
- Fulfill the duties of the CLC as stated in the NCRA, Inc. Bylaws and Policies and Procedures Handbook.
- Attend all meetings of the BOD, EC, and the Delegates Assembly of the NCRA Inc.
- Keep expenditures within budget and seek EC approval for any new/unplanned expenses.
- Maintain a current, electronic CLC guide to include the Bylaws, Policies and Procedures Handbook, and other pertinent information.
- Submit reports to the Secretary at least 2 weeks before EC and BODs meetings
- Serve at the ILA Liaison as needed.
  - Utilize Council Leaders’ section of ILA website for council resources/information
  - Attend annual ILA Conference to access resources regarding council building and support
  - Remind the local council Presidents to complete the Officer Report by the June 30th deadline (if required by ILA).
- Council Development and Support
  - Support development of new and existing Chapters
  - Offer ongoing support and guidance to local council/chapter officers
  - Assist with Young Authors and the membership booth/registration at State Conference
- Communications Committee
  - Serve as Communications Committee Chair (including webmaster, ADs, etc.)
  - Identify four Area Directors (AD) annually and submit to EC for approval
  - Send a monthly update of NCRA business/events to ADs and copy to EC
  - Schedule and lead periodic electronic or face-to-face meetings with Area Directors (recommend at start, prior to YA judging, and prior to Conference)
  - Update webmaster of AD names and contact information annually and as changes occur
  - In collaboration with committee, create and disseminate an NCRA NEWSLETTER a minimum of three times per year.
- Leadership Institute Committee
  - Form a planning committee for the Leadership Institute; call meetings and send necessary emails/information
  - Collaborate with incoming President and EC to plan, organize, and facilitate the Leadership Institute to support chapters/councils (agenda, events, team building, etc.)
  - Collaborate with Executive Assistants to secure and manage site for Leadership Institute and negotiate/execute logistics
  - Collaborate with incoming President to develop agenda and assign roles/responsibilities for institute and share with EC/BOD at final meeting of the year or via email before the Leadership Institute
○ Support the incoming President’s theme introduction and goals in the creation of all presentations, decor, activities, etc.

● 1.8 WEBMASTER: Salaried Position

JOB DESCRIPTION:
● A salaried position held be a member of NCRA with expertise in web and social media platforms; should have superior communication skills
● Develop and maintain a current and inviting website that promotes, highlights, and archives the purpose, mission, and business of NCRA, Inc.
● Maintain all social media platforms with current, relevant, and engaging information about NCRA and its members
● Keep possession of Association camera; take photos of significant events for posting/sharing
● Provide assistance to EC and BOD members with regard to electronic communication and storage of NCRA information and business

Appointment:
● The Executive Committee selects the Webmaster, develops the contract, sets the salary, evaluates performance, and determines reappointment. Contract period: one year with the option of multiple reappointments.

Roles/Responsibilities of Webmaster:
● Attend Executive Committee and Board of Directors meetings as a non-voting member.
● At least one week prior to each BOD meetings, post the agenda on the website, post minutes after the meetings.
● Shall design, coordinate and disseminate to all council presidents within the state, the Executive Committee, and Board of Directors a calendar of essential dates of activities of the NCRA, Inc., councils within the state. (The calendar shall also be posted on the NCRA, Inc. website.)
● Manage the website according to minutes and EC decisions.
● Serve as a member of the Communication Committee
● Work with the Executive Assistants at conference and serve as a member of the conference committee to help oversee communication with conference attendees
● Provide frequent updates to the website and social media platforms
● Take photos of events and post to the website and social media platforms
● Perform other duties specified by the President.

1.9 EXECUTIVE ASSISTANT/s: Salaried Position/s

JOB DESCRIPTION:
● Provide assistance to the Executive Committee members in order that they may devote their time and energy to the implementation of goals and growth of the Association.
● Provide assistance to the President and President-elect with the planning and implementation of the annual Conference and co-chair the Conference Committee with the President.
Appointment:
- The Executive Committee selects the Executive Assistant/s, develops the contract, sets the salary, evaluates performance, and determines reappointment. Contract period: one year with the option of multiple reappointments.
- The EA is considered a part-time independent contractor for a period of one year from the date of the contract and may be renewed at the discretion of the Executive Committee and current EA.

Responsibilities of Executive Assistants:
The Executive Assistants’ responsibilities include the following. However, the Executive Committee will refine/redefine the specific duties as needs arrive and/or expectations change.

- Participate as co-chairs of the Conference Planning Committee, assisting the President, as directed. This may include on-site work with the conference hotel, contracting and scheduling speakers and sponsor (Including maintaining a working up-to-date listing of such), flyers, program layout, etc., under the direction and approval of the President and Executive Committee.
- Attend Executive Committee and Board of Directors meetings as non-voting members.
- Attend Delegates Assembly (as Committee Co-chairperson of the Conference Committee)
- Assist with the Leadership Institute, as directed by the President and/or CLC
- Be available to answer questions (e.g., about the conference) and issues that may arise. Forward questions/issues concerns to the appropriate officer.
- Determine logistics for all meetings, conference, and leadership (hotel, meals, meeting space, etc)
- The Independent Contractor also performs further duties incidental to the general job description as directed by the President and/or Executive Committee, being careful not to overburden the EAs.

Timeline: Executive Assistant as Conference Committee Co-chair
The EAs will work with the President to complete the following:

June
1. Review conference proposal form with President.
2. Post conference proposal form on the NCRA, Inc. website. Alert EC and BOD members that the proposal form is posted and reiterate the deadline date.

July – or when authors/speakers list has been finalized per President
1. Begin designing Conference Registration forms (registration form can’t be finalized until all institutes and paid meals are set).
2. With the President, make decisions about what paid meals will be offered so they can be included on the registration form.

August
1. Post registration form on website.
2. Send the hotel a list of conference committee members with their roommates; include authors’ names and anticipated arrival dates!

Early to mid-October
1. Conference proposals due.
2. Compile proposals and send to President and DPI liaison for review.
3. Finalize sessions.
4. Identify areas where proposals are needed and, with recommendations by the President, solicit additional presenters.

**November/December**

1. Notify individuals who submitted program proposals if their proposals were accepted (or not).
2. Solicit bios from featured speakers/authors.
3. Begin scheduling sessions and events.

**January**

1. Send Conference email to principals, superintendents, DPI, NCRA, Inc., Inc. members, former attendees (early January)
2. Make sure person in charge of Awards Dinner (President-elect) is in touch with catering.
3. Order bags if not donated
4. Order name badges
5. Order big speaker gifts and thank-you gifts for presenters
6. Order pens
7. Get Conference Committee gifts

**February**

1. With input from the President, finalize conference program and submit to printer.
2. Send program to President to assist with proofing the program and have books printed.
3. Get travel arrangements for authors/speakers. Speakers arrange their own flights and are reimbursed by NCRA, Inc.
4. Arrange transportation from airport to hotel and back to airport from hotel – and get the list of pickups – with presenters’ cell numbers – to the transportation company
5. Set up catering with Centerplate or catering company designated by conference location contract.
6. Make sure AV company is on board; get list of AV needs to the AV company – AV equipment is only provided for featured (paid) speakers. Others provide their own.
7. Send hotel list of VIP speakers.
8. Work with convention center on room set-up, internet access, and AV provided in-house
9. Print needed signs (e.g., directions, featured speakers)
10. Order ribbons for badges, as needed
11. Payment due to catering

**March**

1. Send keynote speakers/authors their itineraries and pick-up info
2. Double check room reservations for Conference Committee and all speakers
3. Send list of honorariums to Treasurer
4. Have programs delivered by printer to the convention center Friday of conference weekend.
5. Arrange with Treasurer food for Saturday night Board/Conference Committee dinner in Hospitality Suite
6. At conference: designate a time for attendee packets to be compiled.
7. Have featured speaker/author bags at registration desk for them to pickup – or get to speaker/autograph committee to deliver.
8. Provide final meal numbers and payment due to catering 10 days prior to conference.
9. Arrange Teachers As Readers author reception
1. On Friday, the weekend of the conference: Arrange pre-convention meeting with hotel/convention center/transportation/AV/visitors bureau/catering

4-5 years out:
1. Visit possible venues for future years
2. Solicit bids and sign contracts with hotels for future years
3. Solicit bids for Exhibit exposition services and sign contracts

2 years prior to conference:
1. Get Vice-president’s VIP list of speakers prioritized – along with what their roles will be (general session, paid luncheon speaker, institute, etc.)
2. Lock in big speakers and authors ASAP (some of these big speakers must be booked out two or more years in advance, depending on their popularity)

1.10 DIRECTOR OF MEMBERSHIP DEVELOPMENT (DMD)

Qualifications of DMD
- Be an active member of the International Literacy Association (ILA).
- Be an active member of the North Carolina Reading Association (NCRA, Inc.) and a local council.
- Support the mission and goals of the NCRA, Inc. and ILA.
- Have exhibited leadership qualities in a local reading council by serving as an officer or committee chairperson and/or serving on the NCRA, Inc. Board of Directors (BOD).
- Have exhibited strong written and spoken communication skills
- Demonstrate skill in using technology to receive and maintain accurate records.
- Maintain access to email in order to receive membership data.

Selection Process
- The Executive Committee will seek volunteers and recommendations from the local councils.
- The President will recommend a Director of Membership Development to the Executive Committee.
- Upon approval by the Executive Committee, the Director of Membership Development is appointed for up to a 3-year term.
- The DMD will be assessed each year by the Executive Committee

Benefits
- The DMD will have his/her registration fees for the NCRA, Inc. conference waived
- Mileage (and hotel, if needed) to attend meetings of the Executive Committee and NCRA, Inc., BOD will be paid.
- The expenses to attend the ILA Leadership Training (if available) will either be paid by ILA or NCRA, Inc.
- If funds are available, the person will also have expenses to attend the annual ILA conference, paid in a manner similar to that of other members of the Executive Committee.

Roles/Responsibilities of DMD
- Serve as a voting member of the Executive Committee and Board of Directors.
- Serve one 3-year term and assume responsibility for membership promotion, recruitment, and retention at all levels (local/student/special interest councils, state councils)
● Attend all meetings of the BOD, EC, and the Delegates Assembly of the NCRA Inc.
● Keep expenditures within budget and seek EC approval for any new/unplanned expenses.
● Provide a current membership report at each EC and BOD meeting
● Prepare membership forms and database format for the councils including deadlines for submission; collaborate with webmaster for publication on website
● Submit membership dues and membership lists to the NCRA, Inc. treasurer in a timely manner
● Contact local membership directors and council presidents if membership has not been submitted by the second deadline. Copy the emails to local councils to the and appropriate Area Directors.
● Compile and maintain a yearly NCRA, Inc. database that lists members from each local council and at-large members received directly; ensure that data base includes needed contact information for each member including email, home address, ILA member #, phone, etc.
● Update and maintain a current council officer contact information spreadsheet and make available to EC, BOD, and local councils in a google folder
● Request a membership brochure from each council in the fall as part of the local council membership campaigns
● Collaborate with the Vice President and local councils to promote membership in NCRA, Inc. and ILA and develop a growth campaign
● Email each local council a list of ILA members from their geographical area prior to or at NCRA, Inc. Leadership Institute and again in the fall during council membership drives.
● Attend and present at the NCRA, Inc. Leadership Development Institute, sharing materials and procedures with the membership officers from the local councils, including guidelines for membership awards
● Prepare and manage a membership booth at the state conference to promote membership in both NCRA, Inc. and ILA
● Work with other officers and the CLC to verify that individuals or councils are in good standing for various awards, such as Project Grants and for those pursuing Honor Council
● Prepare membership awards for the Awards Ceremony at conference
● Obtain NCRA, Inc. conference attendee information from Registration Coordinator and email that listing to councils after sorting by geographic region
● Send a welcome email and local council information and, if applicable, information on forming new chapters, to new NCRA, Inc. members who join online as at-large members.
● Focus and/or make visits to struggling and new councils and developing councils, providing ILA member lists and offering suggestions on increasing membership.
● Update NCRA, Inc., Membership Brochure to reflect council changes. (If using student photographs in the brochure, obtain parent permission to photograph students to use in brochure.)
● Collaborate with Communication Committee and Partnerships Committee to distribute brochures as membership development
● Attend the Director of Membership Development training provided by ILA, when offered.
The following responsibilities were taken from the ILA website on June 23, 2016. As this information is revised, the duties of the DMD below should reflect any changes:

1. Maintain State and ILA membership throughout term.
2. Refer to the Council Leaders’ section of the ILA website for council related information
3. Promote Council Leaders’ Resources on the ILA website with State/Local/Student/Special Interest Council officers
4. Ensure that local councils are in **Good Standing** defined as:
   - The local council must have a minimum of 20 (twenty) members.
   - The local council must have at least three (3) meetings/programs.
   - The local council must have 3 council officers as members of ILA

5. Access ILA membership database on ILA website
6. Develop campaign for promoting Local/Student/Special Interest council membership, state membership, and ILA membership
7. Attend ILA Annual Conference and participate in council activities
8. Host a membership booth at state conference
9. Collaborate with state leaders to plan a Leadership Workshop to support Local/Student/Special Interest council officers
10. Participate in Leadership Development activities offered by ILA and State council
11. Facilitate Leadership Development activities for Local/Student/Special Interest council Membership Chairpersons
12. Offer ongoing support and guidance to Local/Student/Special Interest council Membership Chairperson
13. Submit Annual DMD Report of council membership activities to ILA by the required due date
14. Participate in Board Orientation annually
15. Ensure that all council officers are members of State council and ILA
16. Monitor ILA membership growth for Award of Excellence
17. Work with Treasurer to ensure accurate processing of membership dues
18. Collaborate with State council leaders to maintain accurate membership database
19. Send State council membership database to ILA annually
2.0 Governing Boards

2.1 EXECUTIVE COMMITTEE

Composition

- The Executive Committee (EC) shall consist of the following voting members: President, President-Elect, Vice President, Immediate Past President, Secretary, Treasurer, Council Leadership Coordinator, Director of Membership Development
- The NCRA, Inc. Executive Assistant(s) and Webmaster serve as non-voting members of the Executive Committee and Board of Directors.
- The President shall serve as the chairperson of the Executive Committee.

Responsibilities of the Executive Committee (Members)

- Meet at a minimum of 4 times a fiscal year. The first EC meeting of each year is held at (or before) the Leadership Institute in the Summer. Typically the remaining meetings are in the fall, winter, and spring.
- Maintain membership of a local council, NCRA, Inc., and ILA.
- Act as the administrative body of NCRA, Inc. and shall exercise general supervision over the property and affairs of the association with the power to administer the affairs of NCRA, Inc. between meetings.
- Discuss and review items of business and all matters (recommendations, new business, issues, etc.) related to the good of the organization.
- Meet prior to each meeting of the Board of Directors to in order to determine what must be discussed, informed, and/or voted on.
- Discuss budget modifications, recommend bylaws/handbook changes, and other items of business as needed.
- Determine registrant fee for annual conference based on current budget. Determine “reduced” conference fees for specific groups, such as presenters.
- Approve the minutes, treasurer’s report, budget, membership report, and recommendations for officer positions to be presented to the BOD.
- Assess the work of all Board of Directors members.
- Assist the President in developing the agenda for the meetings of the Board of Directors and the Delegates Assembly.
- Serve as an adviser to the President, especially between Board meetings.
- Review and edit the minutes of the Executive Committee, BOD meetings, and the Delegates Assembly as needed.
- Allot $50.00 as a Cheer Fund for Executive Committee and Board of Directors members during illness.
- Allot a minimum of $100 for a gift to be purchased by the President-elect for the outgoing president.
- Send leaders to the ILA Conference as representatives of NCRA, Inc., as budget allows.

2.2 BOARD OF DIRECTORS

Composition

The Board of Directors includes the all members of the Executive Committee (voting and non-voting), Area Directors, and Committee Chairpersons.
Responsibilities of the Board of Directors (Members):

- Maintain membership in a local council, NCRA, Inc.
- Membership in ILA is not required, but encouraged (EC members are required to be ILA members).
- Meet a minimum of four 4 times each fiscal year. The first Board meeting of each year is held at (or before) the Leadership Institute in the Summer. Typically the remaining meetings are in the fall, winter, and spring.
- Act as the administrative body of NCRA, Inc. (in conjunction with the EC) and exercise general supervision over the property and affairs of the association with the power to administer the affairs of NCRA, Inc. between meetings.
- Approve (at subsequent meetings) the minutes, treasurer’s report, budget, recommendations of officer positions (once a year), and all other items of business from EC and/or committees.
- Complete a self-assessment and undergo a yearly evaluation of work by the EC (evaluations distributed by the President).

2.3 DELEGATES ASSEMBLY

Composition

The Delegates Assembly consists of the Board of Directors and local council delegates. The number of delegates from each local council is based on the number of current memberships as of December 30. The Director of Membership will be in charge of certifying delegates to participate in the assembly.

Responsibilities of Delegates Assembly (Delegates):

- Meet at least once annually.
- Act as the legislative body of NCRA, Inc. and shall have authority over the affairs of the organization within the limits set by the NCRA, Inc. bylaws.
- Consist of 1 delegate for the first 20 members of a local council and 1 additional delegate for the next 20 members. For example, if a council has 60 members, they’d be eligible to send 3 delegates. Councils must be in good standing according to NCRA, Inc. guidelines.
- Empowered to amend bylaws.
- Consist of fifteen (15) percent of those eligible to vote in the Delegates Assembly.

2.4 AREA DIRECTORS

Composition

- At least one Area Directors will be appointed for each of the four areas in the state: Piedmont (TN border to Hwy 77), Piedmont West (Hwy 77 to Hwy 75), Piedmont East (Hwy 75 to Hwy 95), and Coast (Hwy 95 to coast).
- The Area Directors are voting members of the NCRA, Inc., Board of Directors and the Delegates Assembly. Additional Area Directors will be appointed depending on council development.

Terms

- a. Serve for a minimum term of three years.
- b. May be appointed to more than one consecutive term.
- c. Shall rotate among the councils within each area to provide leadership opportunities and assist in council development.
- d. The selection of Area Directors shall be completed by the Executive Committee and recommended to the Board of Directors by the start of the fiscal year.
Responsibilities of Area Directors

1. Assist the Executive Committee in carrying out the work of NCRA, Inc. and serve as regional liaisons.
2. Attend all NCRA, Inc. Board of Directors meetings or arrange for a designee to attend if unable to be present (expenses shall be reimbursed in accordance with NCRA, Inc., meeting reimbursements).
   a. Area Directors who have missed more than one NCRA, Inc., Board meeting without proper notification to the President may be asked to resign.
3. Attend the annual NCRA, Inc. Conference, Delegates Assembly, Leadership Institute, and at least one program meeting of every local council within designated area.
4. Meet with the Council Leadership Coordinator at the Leadership Institute and at called electronic and/or face-to-face meetings throughout the year.
5. Meet jointly with local council leaders in order to foster council development (face to face or virtual meetings).
6. Request electronic council reports from councils in their areas, approximately 3 weeks before the NCRA, Inc. BOD meetings.
7. Compile the council reports and submit an area report to the NCRA, Inc., Secretary approximately 2 weeks before the scheduled BOD meetings.
8. Communicate with area council presidents to share ideas, verify membership, and share pertinent information.
9. Work with the Executive Committee to:
   a. organize new councils and support existing councils
   b. support local councils with questions, concerns, solving problems, etc.
   c. remind local councils of NCRA, Inc. “good standing” guidelines ensure that local councils within the area complete the annual officers report by June 30th
   d. encourage all councils to participate in NCRA, Inc. recommended activities
   e. work with the Director of Membership Development to ensure council membership numbers are submitted by December 30
   f. Inform local councils of number of delegates they are allotted for the Delegates Assembly.
   g. seek out and nominate qualified candidates for Area Directors and pass on names to the EC.
10. Participate in the planning and implementation of the Leadership Institute.
11. Turn over all correspondence and records at the expiration of term to the incoming Area Director by July 1.
12. Assist the NCRA, Inc. Vice President and Director of Membership Development to secure new members and retain current members.
13. Meet with the Council Leadership Coordinator at the Leadership Institute and at called electronic and/or face-to-face meetings throughout the year.
14. Receive and share electronic copies of all BOD minutes from the NCRA, Inc. Secretary following each Board of Directors meeting.
3.0 Committees

3.1 STANDING COMMITTEES

Standing committees are listed in the NCRA, Inc., Inc. ByLaws. Each committee shall fulfill the duties and/or functions for that committee as stated in the NCRA, Inc. Bylaws and Policies and Procedures Handbook.

1. The appointment of standing committee chairpersons shall be discussed with the Executive Committee, appointed by the President, and approved by the Board of Directors.
2. Each Standing Committee chairperson should submit an electronic report to the Secretary to at least 1 week before each Board of Directors meeting. These reports are part of the consent agenda sent to Board of Directors before each meeting. If unable to attend, the chairperson should contact the President prior to the meeting.
3. Standing Committee chairpersons are expected to attend Leadership Institute.
4. Standing Committee chairpersons are invited to submit noteworthy articles to the NCRA, Inc. Webmaster for the website and/or social media.
5. Attend the annual NCRA, Inc. conference and serve the Conference Committee and Executive Assistants (as needed).

3.2 EXECUTIVE COMMITTEE (See 2.1 above)

3.3 GOVERNANCE COMMITTEE

Composition
The Governance Committee consists of the immediate Past President, President, President-elect, Vice President, and Council Leadership Coordinator. The Past President shall serve as the chairperson of the committee.

Responsibilities
The Governance Committee shall:

1. Monitor the organization’s strategic plan Including goals for the association, an action plan, and timeline for meeting the goals. Update the strategic plan on the google drive.
2. Be familiar with the policies and procedures of the organization (e.g., Board of Directors meetings and Delegates Assembly).
3. Preserve the history of the organization.
4. Work with the chairperson on soliciting, screening, and/or nominating individuals for elected positions of the organization:
5. Set a deadline (e.g., January) for receiving recommendations for the offices.
6. Solicit recommendations in writing from local councils, NCRA, Inc. officers, and/or Board of Directors during the Summer and early Fall for vacant offices. (An attempt should be made to rotate officers in order to achieve equal representation throughout the state.)
   a. Recommendations must include:
      i. Statement of willingness to serve by the nominee
      ii. Nominee’s vita or resume, which includes their work in council, state, and/or international association
      iii. a brief bio of the nominee
iv. Select nominee/s to be recommended by the Executive Committee. The Board of Directors shall vote to approve the nominees by the January meeting (or at least 30 days before the Delegates Assembly).
   1. The Governance Committee Chairperson prepares a ballot, including a written vita for nominee/s.
   2. Distribute ballots electronically to each member in good standing of the council at least thirty (30) days prior to the Delegates Assembly.
   3. Electronic ballots shall be counted by the Governance Committee.
   4. The President shall notify all nominees of the election results prior to the announcement at the Delegates Assembly.
   5. The chairperson of the Governance Committee shall report election results to the Delegates Assembly along with any pertinent information.

7. Lead Bylaws Review and/or Revisions:
   a) The chairperson submits changes recommended by the committee to the EC and BOD by the January meeting and ask EC and BOD for a recommendation to the Delegates Assembly.
   b) Transmit recommended changes to the NCRA, Inc. membership at least 30 days prior to the Delegates Assembly.
   c) The committee prepares the approved bylaws and submits to the Webmaster to post on the NCRA, Inc. website and on a Google drive.
   d) Keep bylaws and the *Policy and Procedures Handbook* in agreement and up to date.

3.4 FINANCE COMMITTEE

Composition

The Finance Committee shall include members of the Executive Committee. The **Treasurer of NCRA, Inc. shall serve as the chairperson of the committee.** The Treasurer may invite other members of the BOD to attend if needed.

Responsibilities

The Finance Committee is responsible for:

1. Presenting NCRA, Inc. paid position contracts to the Executive Committee for annual review.
2. Providing financial oversight for the association.
3. Preparing the annual budget that supports the mission of the organization, goals outlined in the strategic plan, and the services/needs of the association.
4. The Finance Committee shall meet after the last BOD meeting of the year so the budget may be presented and approved at the first meeting of the Executive Committee and presented to the Board of Directors at the Leadership Institute.
3.4 AWARDS COMMITTEE

Composition
The Awards Committee consists of the immediate Past President, President, President-elect, and Vice President. The President-Elect shall serve as the chairperson of the committee. The chairperson shall appoint additional individuals to serve on the committee as needed.

Responsibilities
The Awards Committee shall:

1. Be responsible for recognizing outstanding individuals and organizations that support literacy, including awards sponsored by NCRA, Inc.
2. Review and edit awards guidelines/applications each year before the first BOD meeting in the fall. Update on the google drive.
3. Submit guidelines/applications to the Executive Committee and BOD for approval
4. Submit final copies of all awards guidelines/applications to the NCRA, Inc. Webmaster to post on the website.

The awards and recognitions include, but are not limited to, the following:

- NCRA, Inc. Mary Ellen Skidmore Project Grants
- NCRA, Inc. Member Scholarships
- Honor Council
- NCRA, Inc. Council Report Card
- NCRA, Inc. James B. Hunt Celebrate Literacy Award
- ILA Exemplary Reading Program Award
- ILA’s Award of Excellence
- NCRA, Inc. Rosemary Enos Award
- NCRA, Inc. Presidential Award

3.5 COMMUNICATIONS COMMITTEE

Composition
The Communications Committee shall Include the Executive Assistant/s, members of the Executive Committee, chairpersons of the Young Authors Project, and chairpersons of the Advocacy Committee. The Council Leadership Coordinator shall serve as chairperson of the Communication Committee. Committee members will work with the NCRA, Inc. webmaster to keep the website current.

Responsibilities
The Communications Committee is responsible for:

1. Assume primary responsibility for the direction and supervision of all communications, including social media and other means
2. Keep constituents informed of important activities, functions, developments, and so forth.
3. Communicate information about all aspects of the association, as well as ILA.
4. Communicate frequently with the NCRA, Inc. Webmaster to ensure website information is current
3.6 YOUNG AUTHORS COMMITTEE

Composition

The incoming President appoints the chairperson (or co-chairpersons) of the Young Authors Committee. The chairperson may appoint additional members of the NCRA, Inc. to serve on the committee with the president’s approval. The committee chairperson shall serve as a member of the Board of Directors.

Responsibilities

The Young Authors Committee shall implement a writing project that coincides with the current NCRA, Inc. President’s theme and provides opportunities for young writers and NCRA, Inc. members to publish work. The project is outlined by the Association’s leaders and reflects the purposes and goals of NCRA, Inc.

The Young Authors Committee shall:

1. Work with the President to promote his/her theme
2. Work with the President to develop and/or revise guidelines for the project.
3. Work with the President to develop/revise guidelines for judging the entries
4. Support the Incoming President to provide a presentation of President’s theme and YA guidelines at the Leadership Institute
5. Provide information about YA to the NCRA, Inc. Webmaster to be posted on the website
6. Organize and keep up with all YA materials and information
7. Facilitate the judging of state entries
8. Order/share digitally invitations for the state celebration
9. Distribute invitations to local councils with a list of winners for the local
10. Order medals
11. With the President, decide on decorations for the state celebration
12. With the President, determine the author who will be the speaker for the celebration and coordinate book sales (if applicable).
13. With the President, determine roles for presentation of medals at celebration
14. Make sure the author’s books are available for sale at celebration
15. Determine where the group photo will be set up
16. With President, decide whether to sell mementos, tee shirts, etc. at the state celebration

3.7 MEMBERSHIP COMMITTEE

Composition:

The Membership Committee consists of the Director of Membership Development, President, President-elect, and Vice President. The Director of Membership Development shall serve as the chairperson of the committee. The chairperson shall appoint additional individuals to serve on the committee as needed.

Responsibilities:

The Membership Committee is responsible for the following:

1. Submit updated membership forms and materials to the NCRA, Inc. Webmaster to post on the NCRA, Inc. website before the Leadership Institute. Update on the google drive.
2. At the Leadership Institute, provide membership forms and materials to local council presidents and Board of
Directors (at the first meeting). If a local council is not represented, send forms to that council president after Leadership.

3. Promote membership in local, state, and international councils by offering incentives (plaques, certificates of recognition, monetary awards, conference ribbons, etc.) and provide clear guidelines for each incentive.

4. Establish a statewide membership network (one from each area) and update the interactive map accordingly.

5. Work with the local council coordinator and area directors to organize/establish new councils and provide assistance to councils which are having membership difficulties or which are inactive.

6. Create and/or update the NCRA, Inc. membership brochure. Distribute copies to local councils (electronic or hard copies).

7. Set up and operate a membership booth with at the state conference. Provide incentives for new members within NCRA, Inc. budget constraints.

8. Submit all materials, reports, and suggestions to the succeeding Director of Membership Development and the new Vice President at term expiration.

3.8 ADVOCACY COMMITTEE

Composition:
The President shall appoint the chairperson or co-chairpersons of the Advocacy Committee. The chairperson is a member of the Board of Directors and will serve a minimum three year term. The chairperson is encouraged to invite others to join the committee to assist with responsibilities.

Responsibilities
The Advocacy Committee shall:

1. Advocate for and champion NCRA, Inc.’s mission and goals through marketing and communications with the membership, general public, and policy makers.

2. Present suggested revisions of the organization's mission/goals to the Executive Committee as necessary to continue promotion.

3. Advocate for teachers and children across the state to support efforts (including, but not limited to legislation) that promote effective literacy instruction.

4. Promote outreach and collaboration with the local, state, national, and international entities interested in supporting literacy development.

3.9 CONFERENCE COMMITTEE

Composition:
The Conference Committee consists of the NCRA, Inc. Executive Assistant(s) and all members of the Executive Committee. The executive assistant(s) serve as the chairperson (or co-chairpersons) of the committee. The chairperson (or co-chairpersons) shall appoint additional individuals to serve on the committee as needed.

Responsibilities
The Conference Committee shall:

1. Actively involve the President and President-Elect in conference planning.

2. Meet with officials of the conference site one year prior to the conference to make initial arrangements for costs and facilities.

3. Appoint, with the approval of the President, all conference program sub-committees and local arrangements by
the first Board of Directors meeting (Leadership Institute) in order to allow sub-committees to begin conference work.

a. Sub-Committees may include but are not limited to:
   i. Teachers as Readers
   ii. Registration
   iii. Exhibits

4. Prepare by the second Board of Directors meeting a tentative list of sessions, meeting topics, and proposed workshops after consultation with the President, Area Directors, local council officers, and additional education experts.

5. Actively involve as many councils and past NCRA, Inc. presidents as possible in the state conference.

6. Actively involve as many local councils as possible in local arrangements for special tasks (i.e., decorations, registration, information booth).

7. Arrange for printer and price of printing programs.

8. Notify the President, President Elect, Executive Assistant/s, State Coordinator and immediate Past President or designee of all Conference Committee meetings.

9. Have a clear understanding in writing with all participants concerning honoraria, if any, and expenses, as well as specific assignments and responsibilities.

10. Secure speakers and other resource and workshop personnel who will participate in the conference.

11. Work with the Communications Committee chairperson, NCRA, Inc. Webmaster, and Executive Assistant/s to ensure wise dissemination of information about the conference.

12. Arrange receptions and social events as desired.

13. Plan and organize meal functions including menu, decorations, and program.

14. Work with Exhibits Committee chairperson:
   a. Book representatives will be permitted to sell their company's products while displaying during an NCRA, Inc. conference.
   b. Book representatives may not present a workshop as a concurrent session that directly involves the presentation of their materials.

15. Take into consideration the report of the attendee evaluations from the previous year in setting up conference.

16. Submit a written annual report to the President at the final meeting of the year of the Board of Directors (Spring). Include attendee evaluations. Submit all materials, reports, and suggestions.

17. Refer to Section 4.0 for additional duties.

3.9a GENERAL CONFERENCE INFORMATION

NCRA, Inc. will maintain a five-year schedule of conference sites. The Board of Directors will vote each year on a five year confirmed schedule for the site of the NCRA, Inc. Conference. The location of the state conference will rotate to different sites in the state on a regular basis. Final selection of the NCRA, Inc. conference site will be subject to approval by the Board of Directors based upon the recommendation of the Executive Committee.

- Insofar as possible, NCRA, Inc. Conference will be held in March. The date may be changed according to location and site contract requirements.
- Critical changes of the NCRA, Inc. Conference location and structure must be approved by the Board of Directors.
- Complimentary registrations or a reduced rate for speakers may be given by discretion of the conference committee.
- Conference registration fees will be waived for all past presidents of the NCRA, Inc., as long as they continue to be members of the organization.
● All paid keynote and concurrent session speakers will have a contract including the agreed upon fee.
● All presenters should register as conference attendees and they should be so informed in the initial communication.
● Travel expenses for conference committee meetings will be reimbursed according to existing guidelines and budget allotment.
● Publishers may pay expenses of speakers who represent a publishing company, but NCRA, Inc. may be expected to provide an honorarium.

SUB-COMMITTEE: REGISTRATION

Composition:
The Registration sub-committee consists of the Registration Coordinator (NCRA, Inc. contracted employee), executive assistant(s), and other members from the Conference Committee appointed by the Registration Coordinator. The Registration Coordinator is a paid NCRA, Inc. position contracted each year. Reappointment of the Registration Coordinator will be based on a performance evaluation from the NCRA, Inc. Executive Committee and coordinator’s desire to continue serving. No maximum term is required. The sub-committee may begin working at least one afternoon a week as soon as pre-registrations begin to come in.

Responsibilities

The Registration Coordinator along with sub-committee members is responsible for the following:

1. Receive pre-registration applications and return postcard to registrant confirming registration.
2. Keep a running list of pre-registrants.
3. Receipt money received and return receipts, name tags, and tickets at the conference.
4. Prepare materials and bring them to the conference. Include the following items to be distributed at the conference: a plastic name tag holder, a program, an evaluation form, maps, etc.
5. Distribute pre-registration packets and programs at the conference to those who show by their name tags that they are pre-registered. Set up at pre-booth at the conference for dissemination materials.
6. Register (at the conference) those who are not pre-registered.
7. Keep up-to-date records of pre-registration and money collected at the conference.
8. Send all receipts and monies to NCRA, Inc. Treasurer as soon as possible.
9. The sub-committee may request reimbursement from the state treasurer to cover the purchase of stamps and other Incidental office supplies.
10. Collect all materials at the end of the conference and give to executive assistant(s).
11. Organize registration stations, workers, and duties:
   a. Open the envelopes, check information on pre-registration application and be sure the total on the check is the same as the pre-registration.
   b. Keep a database listing pre-registrants numerically, assigning each pre-registrant a number. Note how much money was received.
   c. Write a receipt using the number on the list. Keep the receipt with the pre-registration.
   d. Address the envelope to pre-registrant.
   e. Type or print name on name tags.
   f. Include any tickets ordered.
   g. Check to be sure everything is correct; file pre-registration applications, put name tags, receipts, and tickets in envelopes.
SUB-COMMITTEE: EXHIBITS

Composition:
The exhibits sub-committee consists of the Exhibits Coordinator, executive assistant(s), and other members from the Conference Committee appointed by the Exhibits Coordinator. Reappointment of the Exhibits Coordinator will be based on a performance evaluation by the executive assistant(s) and coordinator’s desire to continue serving. No maximum term is required.

Responsibilities:

The Exhibits Coordinator along with sub-committee members shall:
1. With the approval of the Conference Committee Co-Chairpersons (President and Executive Assistant(s)) decide on location of exhibits, space needed, security, hours for opening and closing of exhibits, arrangement of booths and who will set up.
2. Decide on room(s) for company/publisher exhibitor presentations.
3. Mail invitation letters, request forms, receipts, and booth location at appropriate times. (See procedures).
4. Send all checks directly to NCRA, Inc. treasurer.
5. Check on booth set-up before exhibitors are scheduled to arrive to be sure each is located where it should be. Be on hand while exhibitors move in.
6. Work with Executive Assistant(s) to assign suites as requested by exhibitors. Be sure the hotel holds all suites until 3 weeks before conference, unless hotel refuses.
7. Have a rubber stamp or labels made - NCRA, Inc. - Exhibits coordinator's name, address to be used on envelopes and receipts.
8. Make arrangements for booths. Each booth should be 10’ x 10’, draped, include at least one table, one chair, one cover. Extras will be paid for by the exhibitor in addition to booth rental fee and can be purchased from the set-up company or convention center.
9. Arrange for security to be provided at the end of each show time until opening the next day.
10. Be sure each exhibitor receives a nametag and program.

Exhibits Coordinator Timeline:
- May (Before conference): Be sure space is contracted for and arrangements made for companies to set up booths. Contract will show cost of each booth and security. Select committee members.
- June-September: Assemble names and address of companies and representatives. Use list for previous year and list from N.C. Directory. Get housing forms and flyers from executive assistant(s).
- October: Address letters to company and representative. Include the invitation letter, registration form, housing form, list of extra services available and the program flyer. Mail before the end of October. Request that all checks be sent directly to the exhibit coordinator who will mail the checks to the treasurer.
- November-January: Keep record of requests and amount of each check received.
- February: Mail a reminder letter to those who usually come but may have forgotten about the date of the conference. Within 3 weeks before the conference, mail program information, letter and booth location to the company or representative. Mail copy of companies, representatives, booth numbers and extra requests to the convention manager. Send one list of exhibitors in alphabetic order and one list according to the booth numbers.
- March: Remain at booth location at the conference until all booths are set up. Place a nametag and program at each booth.
- April: Provide a copy of the names and addresses of exhibitors (the company and representative) and copies of all letters and enclosures mailed to the President and conference committee chairpersons.
- May: Prepare a final report for committee records and send a copy to the President and conference chairpersons.