



SECONDARY SECTION STEERING COMMITTEE (SSSC) MEMBER ACTIVITIES AND RESPONSIBILITIES

ATTEND MEETINGS AND FUNCTIONS

- Begin serving a four-year term officially after “Magic Hour” (noon on Sunday during the Annual Convention) in the year of their election.
- Serve on the Board of Directors, and attend its meeting as a representative of the Secondary Section. The BOD traditionally meets on Friday evening during the Annual Convention.
- Encouraged, though not required, to attend NCTE regional meetings or professional development events in your area.
- Attend the Annual Convention during the years of their tenure and participate in section activities during the week (see traditional events below). \$50 per diem is paid for each day that Section events are scheduled and attended at the Convention (maximum of \$150).

Thursday	SSSC Meeting	8:00 am–4:00 pm
Thursday	Secondary Get-Together	5:45–7:15 pm
Saturday	Secondary Luncheon	12:30–2:30 pm
Sunday	SSSC Meeting	12:30–5:00 pm

PARTICIPATION IN STEERING COMMITTEE ACTIVITIES

- Have an email account and respond in a timely way to messages and duties communicated online. Most section business is handled through electronic communication.
- In January, participate in planning for the upcoming Annual Convention by screening/reviewing session proposals online.
- Contribute to and participate in SSSC or Council projects.
- Participate in the election of the SSSC Chair (who becomes a member of the NCTE Executive Committee). All elected SSSC members have the option to run for the position.
- Respond to inquiries and assume tasks as requested by the SSSC Chair in a timely manner. Costs of postage, photocopying, and an occasional phone call in connection with these duties will be reimbursed by the Council.
- Participate in or lead a subcommittee or task force created by the SSSC to further its work/mission.

ENCOURAGE MEMBERSHIP

- Support growth in the Secondary Section membership by inviting colleagues to join the Council.
- Read Council publications (particularly English Journal).
- Attend Council conventions and meetings, and participate in its programs.

ENCOURAGE LEADERSHIP

- Identify and support potential new leaders, especially teachers from underrepresented groups.
- Recommend candidates to both the NCTE Nominating Committee and the Secondary Section Nominating Committee to help assure quality in the continuing governance of the Council.

EXERCISE LEADERSHIP

- Assist NCTE staff and leadership in identifying service/professional development opportunities at your institution or in your region. Serve in a planning or presenting role for some events.
- Notify the section of key education trends or issues in your region that could be addressed by Council publications, programs, or policy development.
- Bring attention to any matters of general concern to members of the Section or to the profession at large, gather pertinent documents and other information to enrich discussion of those concerns, and prepare to recommend courses of action for the SSSC or, via the Chair, for the NCTE Executive Committee to consider.
- Serve as a liaison to other NCTE programs and subgroups when invited, but not when such invitations involve conflicts with Section meetings and other responsibilities outlined above.
- Serve as members of an informal board of the section journal—English Journal—and advise the editors on matters of content and concerns; new editor search committees include members of the respective Section steering committees.
- Under Council policy, elected Section committee members must resign from posts that conflict with Section meetings or duties (e.g., NCTE committee membership).