



# LITERACIES & LANGUAGES FOR ALL™

## President Responsibilities and Activities

### General

- Serve a two-year term beginning at “Magic Hour” of the NCTE Annual Convention (noon on Sunday).
- Preside over the LLA Executive Board and the Delegates Assembly.
- Be the principal spokesperson for LLA.
- Propose and appoint ad hoc committees with the approval of the LLA Executive Board.
- Bring forth to the LLA Nominating Committee, nominations for vacant LLA Executive Board positions.
- Bring forth to the NCTE Executive Committee, nominations for NCTE officers and Nominating Committee.
- Bring forth to the NCTE Executive Committee, suggestions for committees and commissions.

### Leadership

- Attend all meetings of the NCTE Executive Committee as a voting member—currently November, late February/early March, May, and July. (See below for additional EC responsibilities and activities)
- Collaborates with other sections, committees, commissions, and task forces to promote the work of the Council.
- Nominate members for NCTE offices and Nominating Committee.
- Keeps NCTE staff liaison informed of all LLA activities by sending copies of correspondence.
- Oversee administration of the LLA Awards by:
  - Submitting recommendations to the LLA Awards Committee.
  - Notifying recipient(s) that she/he has been selected.
  - Presenting awards during the Opening Session at the Literacies for All Summer Institute.
- Chair works with the Editor Search Committee for editors of *Talking Points*.

### Literacies for All Summer Institute

- Oversee planning with the Summer Institute Committee.
- Presides at Opening Session and presents awards.
- As incoming president, present outgoing president with a certificate.
- As current president, present outgoing LLA Executive Board members with certificates.
- Arrange for introductions of speakers.
- Plans agenda and presides at LLA Executive Board meeting.

### NCTE Convention

- Assists with convention planning online and by selecting LLA sessions at the Convention Planning Meeting.
- Presides at the LLA Opening Session.
- Plans agenda and presides at LLA Executive Board meeting.
- Attend NCTE Annual Business/Board of Directors meeting and remind LLA members to attend.
- Attend meetings of committees/commissions for which you serve as an NCTE Executive Committee liaison.
- Sit on dais for various sessions.

## **President as Member of the NCTE Executive Committee**

- Attend, as a voting member, Executive Committee meetings traditionally held in:
  - Late February/early March (Washington, DC)
  - May (via webinar)
  - July (in-person)
  - November (two meetings at Annual Convention plus face-to-face orientation for incoming members)
- Submit an annual report (a brief account of LLA's activities) in the summer for inclusion in the NCTE Annual Reports to the Board of Directors.
- Submit two quarterly reports to be included on the Executive Committee agenda for February and July.
- Prepare agenda items for the Executive Committee meetings.
- Bring concerns of the LLA members to the attention of the Executive Committee by email or at regularly scheduled meetings.
- Respond to mail ballots sent by Executive Director's office.
- Participate in conference calls and complete committee/focus group work as assigned between meetings.
- Attend the Annual Business/Board of Directors meeting at the NCTE Annual Convention.