

POLICY HANDBOOK

FLORIDA READING ASSOCIATION

An Affiliate of the International Reading Association

Revised: November 2010

I. BOARD OF DIRECTORS

A. FRA Charges to the Board of Directors

1. Exercise general supervision and control over the property and affairs of the FRA. (*Bylaws: Article V, Section 1*)
2. Administer the affairs of the FRA between meetings of the Delegates Assembly and report its actions to the next Delegates Assembly. (*Bylaws: Article V, Section 1*)
3. Decide on questions involving association with other professional organizations and supervise the execution of approved policies. (*Bylaws: Article V, Section 1*)
4. Present actions to members for approval at the Delegates Assembly. (*Bylaws: Article V, Section 1*)

B. Composition

1. The FRA Board shall include as voting members the **District Directors** and the following members of the Executive Committee: the Past President, President, President-elect, Vice President, Recording Secretary, Treasurer, State Director of Membership Development, and IRA State Coordinator. (*Bylaws: Article V, Section 2*)
2. Non-voting FRA Board members shall have the privilege of the floor. Floor privileges shall be defined as the right to make motions and speak to Board issues but not the right to vote.
3. FRA Board members unable to fulfill their duties will be asked to resign. District Directors who have missed two consecutive FRA Board Meetings (without proper notification to the President and the IRA State Coordinator will be replaced at the end of the fiscal year.)

C. **Districts**

The geographical boundaries for the fifteen districts have been established as recorded on the Florida map, corrected as of 7/01/92. (**The map of FRA Districts is in the Appendix.**)

D. **District Directors**—Elected Board Members

1. Duties and Responsibilities
 - a. Attend all FRA Board meetings, the FRA Delegates Assembly at the FRA Annual Conference, the FRA Leadership Conference, and the meetings of the local councils served.
 - b. Prepare a report of local council activities for the FRA Board meetings that will also become part of the *FRA Newsletter*. This report should include the number of local

council members.

- c. Work cooperatively with the IRA State Coordinator to:
 1. Organize new councils and support existing councils.
 2. Assist with local council concerns and problems.
 3. Inform local councils of the following FRA and IRA requirements:
 - a. Local council officers must be members of FRA and IRA.
 - b. Local councils must have at least ten IRA members which may include officers and Board members.
 - c. Local councils must submit *The Report of Local Council Officers* to IRA or the IRA State Coordinator by April 15.
 - d. Encourage local councils to participate in IRA Honor Council and FRA Honor Council.
 - e. Recommend qualified candidates for **District Director**.
 - f. Maintain a notebook to include FRA *Bylaws*, *Policy Handbook*, Board minutes, committee reports, and **District Director reports**.
 - g. Serve as an active member on the Council Development Committee and one other FRA committee as assigned by the President.
 - h. Participate in planning and implementing the FRA Leadership Conference.
 - i. Provide local councils with information about FRA and IRA projects, activities, and services as directed by the FRA Board.
 - j. Encourage local councils to support the projects, activities, and services of FRA.
 - k. Inform local councils of the opportunity to make donations to FRA scholarship funds.
 - l. Promote membership in FRA and IRA at the local council level.
 - m. Provide the incoming **District Director** with current and/or updated documents essential for the efficient operation of this position. (See the Appendix for a list of documents to include.)
2. Absences from FRA Board Meetings
 - a. A **District Director** who is unable to attend an FRA Board meeting shall send an alternate from his or her **district**. The alternate's expenses shall be reimbursed in accordance with Board meeting reimbursement policies.
 - b. **District Directors** who have missed two consecutive FRA Board meetings without proper notification to the President and the IRA State Coordinator will be replaced at the end of the fiscal year.

E. Election of District Directors

1. Terms

- a. **District Directors** shall serve for a term of three years beginning on July 1 and ending on June 30 with one-third (1/3) of the District Directors elected each year. See the chart below for cycle designations.

FRA DISTRICTS

Cycle A:	I	V	VI	XIII	XV
Cycle B:	IX	XI	XII	XIV	II
Cycle C:	III	IV	VII	VIII	X

- b. The IRA State Coordinator shall submit ballots for designated **District Director** positions to assure sending to the designated FRA membership no later than February 15.
 - c. **District Directors** may not be elected to more than one term. For **districts** with more than one local council, any one council shall not hold the office of **District Director** for more than one consecutive term.
 - d. In case of a **District Director's** resignation, an interim appointment by the FRA President shall be offered first to the council in office for the remainder of the term. An appointed **District Director** may be elected for his/her own term.
2. Election Procedures
- a. Responsibility for the election of **District Director** lies with the IRA State Coordinator.
 - b. The IRA State Coordinator shall communicate in writing with the President of each local council asking that the council submit at least two nominees for election as **District Director of the district** in which the local council is located; **for districts** with more than one local council, the office of **District Director** shall not be held for more than one term by any council. The position of **District Director** must rotate from council to council throughout the **district**; a council not wishing to nominate candidates may decline the turn. Each nominee must be a member of the local council, FRA, and IRA.
 - c. The IRA State Coordinator shall prepare a ballot for each **district**, listing all local council nominees. A copy of the ballot shall be sent to each FRA member in the district. Only members of FRA who are paid members of record by January 31 shall be eligible to vote. (**Official Ballot for Election of District Director is in the Appendix.**)
 - d. All ballots shall be returned to the IRA State coordinator who shall tabulate the ballots and notify the local council President and the nominees of the results of the balloting.
 - e. The elections shall be completed by April 1.
 - f. The election results shall be submitted to the *FRA Newsletter* and the *FRJ* for publication in their next issues.
 - g. Newly-elected **District Directors**, who assume office July 1, shall attend the FRA Leadership Conference.

F. Special Interest Councils

- 1. All special interest councils chartered by IRA who have submitted a current IRA *Report of Special Interest Council Officers* are entitled to FRA Board representation. The following special interest councils have been assigned charter numbers from IRA:
 - a. Florida Organization of Teacher Educators in Reading
 - b. Reading Supervisors of Florida
 - c. Secondary Reading Council of Florida

- d. Student Reading Councils of Florida
- 2. Privileges and Responsibilities
 - a. Each special interest council shall select a representative to serve on the FRA Board.
 - b. Special interest council representatives shall be members of IRA and FRA, shall serve on FRA Committees as assigned by the President, and shall have floor privileges. Floor privileges shall be defined as the right to make motions and speak to Board issues but not the right to vote.
 - c. FRA shall reimburse the special interest council representatives to attend FRA Board meetings and the FRA Leadership Conference.

G. Department of Education Liaison Representation

- 1. The Florida Department of Education shall be invited to identify a liaison to the FRA Board.
- 2. Travel reimbursement should be made by the Department of Education.
- 3. In the event of travel restrictions, the President may authorize travel reimbursement to the Department of Education representative in accordance with Board meeting reimbursement policies.

H. Ad Hoc Liaison Representation

- 1. Ad hoc liaison representatives may be appointed by the President with the approval of the FRA Executive Committee. Ad hoc liaison representatives shall be non-voting FRA Board members, shall serve on FRA committees, and shall have floor privileges. Floor privileges shall be defined as the right to make motions and speak to Board issues but not the right to vote.
- 2. Ad hoc liaison representatives shall be eligible for reimbursement in accordance with Board meeting reimbursement policies.

I. Committee Structure

To facilitate the effective and efficient utilization of positions on the FRA Board, the following standing committee organizational structure is recommended:

Executive Committee

- President (Chair)
- Past President
- President-elect
- Vice President
- Recording Secretary
- Treasurer
- State Director of Membership Development
- IRA State Coordinator
- Advisor(s) (may be included at the President's discretion)

All Board members serve on two committees. To avoid a conflict in scheduling, committees are listed in Column A or Column B. Column A committees must meet at the same time; Column B committees must meet at the same time.

A

B

Conference Committee

Conference Committee First Chair
Conference Committee Second Chair
General Conference Chairs
 FRA President-elect
 FRA Vice President
Book Sales Coordinator*
Financial Coordinator (FRA Treasurer)
Food Functions/Special Events Coordinator*
On-site Registration Coordinator*
Pre-registration Coordinator*
Program Coordinator (FRA Vice President)
Program Support Coordinator (Conference
 Committee Second Chair)
Protocol Coordinator (Past President)
Registration Coordinator*
Sites Coordinator*
Volunteers Coordinator*
FRA Exhibits Coordinator*
FRA Publicity Chair

Council Development Committee

IRA State Coordinator (chair)

District Directors

State Director of Membership Development

Literacy Projects Committee

Literacy Projects Committee Chair
Specific projects and coordinators are at the discretion of the President and the Executive Board.
Adolescent Literacy Coordinator
Adult Literacy Coordinator
Celebrate Literacy Coordinator
Children's Book Award Coordinator(s)
Emergent Literacy Coordinator
Family Literacy Coordinator
International Projects Coordinator
Media/Technology in Education Coordinator
Special Interest Council Presidents

Administrative Committee

Past President (chair)
Archivist
Parliamentarian
Scholarships and Awards Coordinator

Governmental Relations Committee

Governmental Relations Committee
Chair
Legislative Advocate

Membership Committee

State Director of Membership
Development (chair)
Director of Student Membership
IRA State Coordinator

Publicity Committee

Publicity Committee Chair
Ethnographer
Vice President

Studies and Research Committee

Studies and Research Committee Chair

Organization of Teacher Educators of Reading

Publications Committee

Publications Committee Chair
FRJ Editor
FRJ Associate Editor

FRA Newsletter Editor
FRA Webmaster
Studies and Research Committee Chair

*Invited to attend Board meetings at
the discretion of the committee
chairperson

II. EXECUTIVE COMMITTEE—A STANDING COMMITTEE

A. FRA Charges to the Committee

1. Prepare the annual budget. (*Bylaws*: Article IX, Section 2)
2. Supervise and review the work of all committees. (*Bylaws*: IX, Section 2)
3. Approve the agendas for FRA Board meetings and for the Delegates Assembly and Leadership Conference. (*Bylaws*: Article IX, Section 2)
4. Initiate the transfer of seed money from the FRA Treasurer to the FRA Annual Conference Treasurer; review and approve established conference spending limits; review the final FRA Annual Conference Treasurer's report and revise spending limits when necessary.
5. Perform other responsibilities as directed by the Executive Committee chair. (*Bylaws*: Article IX, Section 2)
6. At the first Board meeting of each fiscal year:
 - a. Familiarize the FRA Board with the *FRA Bylaws* and *FRA Policy Handbook*.
 - b. Review parliamentary and Board operating procedures.
 - c. Explain procedural tasks for the Board.
 - d. Outline professional growth and development opportunities sponsored by the Association.
7. Select a certified public accountant to serve on an ongoing basis to audit the financial records; beginning with the 1985-86 and the 1987-87 Treasurer's Reports.

B. Composition of the Executive committee

1. The Executive Committee shall be composed of the President, the President-elect, the Vice President, the Past President, the Recording Secretary, the Treasurer, the State Director of Membership Development, and the IRA State Coordinator. Advisors may be appointed to serve on the Executive Committee. (*Bylaws*: IX, Section 2)
2. The President shall serve as chair of the Executive Committee and is an ex-officio member of all committees. (*Bylaws*: IX, Section 2) (*Robert's Rules of Order* defines "ex-officio" as having the privileges but not the responsibilities of other committee members.)

C. President

1. An elected office
2. Term of office—one year
3. Duties and responsibilities
 - a. Preside at FRA Board meetings.
 - b. Preside at the first General Session, the Delegates Assembly, and the Closing Session of the FRA Annual Conference. The President shall be afforded the opportunity to greet conference participants in a general session at least once each day.
 - c. Exercise general leadership and supervision over FRA affairs.
 - d. Sign all FRA contracts.
 - e. Countersign all FRA checks.
 - f. Schedule at least two regular meetings of the FRA Board each fiscal year.
 - g. Disseminate the schedule to the FRA Board members at or before the first Board meeting of the fiscal year.

- h. Appoint the non-elected Board officers, committee chairs, and committee members to serve during the President's term of office. Present the list of appointments to the Executive Committee for approval prior to the first Board meeting of the fiscal year. The positions include:
 1. Standing committee chairs and members of each standing committee listed below.
 - a. Administrative (The Past President serves as chair of the Administrative Committee.)
 - b. Conference Committee (The Conference Committee First Chair shall have been appointed by the previous President and serves as chair of the Conference Committee. The incoming President appoints the Conference Committee Second Chair who shall assume the duties of First Chair the following year. Members of the Conference Committee shall be determined by the Conference Committee Chair in collaboration with the President.)
 - c. Council Development Committee (The IRA State Coordinator serves as chair of the Council Development Committee.)
 - d. Governmental Relations Committee
 - e. Literacy Projects Committee
 - f. Membership Committee (The State Director of Membership Development serves as chair of the Membership Committee.) The IRA has recommended a three-year appointment for this position. This appointment shall be made with consensus of the President-elect and Vice President.)
 - g. Publications Committee
 - h. Publicity Committee
 - i. Studies and Research Committee
 2. Special Coordinators (at the discretion of the President)
 - a. Adolescent Literacy Coordinator
 - b. Adult Literacy Coordinator
 - c. Celebrate Literacy Coordinator
 - d. Children's Book Award Coordinator(s)
 - e. Emergent Literacy Coordinator
 - f. Family Literacy Coordinator
 - g. International Projects Coordinator
 - h. Media/Technology in Education Coordinator
 - i. Scholarships and Awards Coordinator
 - j. Other coordinators at the discretion of the President
 3. Treasurer
 4. Recording Secretary
 5. *Florida Reading Journal* Editor
 6. *FRA Newsletter* Editor
 7. FRA Webmaster
 8. Advisors (The President shall have the authority to appoint two advisors. Advisors have floor privileges but may not vote.)
 9. Special Service Appointees (at the discretion of the President)
 - a. Parliamentarian (The President may appoint a parliamentarian to advise at FRA Board meetings and at the Delegates Assembly.) (*Bylaws*: Article VI, Section 6)

- b. Archivist
 - c. Ethnographer
 - d. Ad hoc committees
 - e. Ad hoc liaison representatives
- i. Prepare and disseminate charges to the standing committees at the first Board meeting of the fiscal year.
- j. Provide leadership training for the FRA Board and arrange for all FRA officers, except for the FRA Treasurer, to turn over their records to incoming officers by June 30.
- k. Represent FRA at the IRA Annual Delegates Assembly.
- l. Visit the state capital with the FRA Legislative Advocate to meet with legislators during the legislative session.
- m. Provide to the incoming President, on or before July 1, current and/or updated business documents essential for the efficient operation of the Association.
Documents include:
 - 1. Letter of incorporation (copy—original on file with Treasurer)
 - 2. Non-profit status document (copy—original on file with Treasurer)
 - 3. Insurance document (copy—original on file with Treasurer)
 - 4. *Bylaws*
 - 5. *Policy Handbook*
 - 6. Contracts (ie. legislative advocate, exhibits and advertising coordinator, annual conference site, Board meeting sites)
 - 7. Letters of Agreement (ie. *FRJ* typist, FRA Webmaster, membership dues management services, conference registration services, conference book sales services, conference decorator)
 - 8. Banking information (name and location of banks, types of accounts, account numbers, federal identification number)
 - 9. Contact information for FRA's certified public accountant or financial auditor
 - 10. Postal services (bulk mail permit, primary bulk mail site, satellite bulk mail sites)
 - 11. Printing services (ie. *FRJ*, *FRA Newsletter*, *Teachers on the Cutting Edge*, ballots, image/membership brochures, legislative brochure, membership cards, conference publicity, plaques, Board member name badges)
 - 12. Storage facilities (Orlando)
 - 13. Telephone service (ie. 800 numbers; calling cards)
 - 14. *Financial Planning and Responsibilities* (IRA publication)
- n. Direct the Treasurer to arrange an annual review of the financial records with FRA's certified public accountant. Have the Treasurer file the IRS Form 990 for his/her year as Treasurer. (Year which began on July 1 and ended on June 30)
- o. Inform the FRA Scholarships and Awards Coordinator of individuals completing a term of service for whom a plaque is appropriate.
- p. Attend FRA Board Meetings and promote the Association and its purposes.

D. President-elect

- 1. An elected office
- 2. Term of office—one year
- 3. Duties and Responsibilities
 - a. Preside in the absence of the President. (*Bylaws*: Article IV, Section 6)

- b. Compile and submit the information for the IRA Award of Excellence.
 - c. Assume ad hoc responsibilities as assigned by the President.
 - d. Serve on the Conference Committee as the General Conference Chair for the current FRA Annual Conference and assume responsibility for the FRA Annual Conference program.
 - e. Determine appointments for non-elected Board positions (officers and committee chairs) to serve during the President-elect's term as President and have the appointments ready to announce at the final Board meeting of the fiscal year. (See *Policy Handbook*, Section II.C.3.h, for a list of the non-elected positions.)
 - f. Attend FRA Board meetings and promote the Association and its purposes.
- E. Vice President
- 1. An elected office
 - 2. Term of office—one year
 - 3. Duties and Responsibilities
 - a. Serve as a member of the Publicity Committee.
 - b. Serve on the Conference Committee as the General Conference Chair of the following year's FRA Annual Conference and assume responsibility for that FRA Annual Conference program.
 - c. Fulfill responsibilities as assigned by the FRA Board.
 - d. Attend FRA Board Meetings and promote the Association and its purposes.
- F. Past President
- 1. An elected office
 - 2. Term of office—one year
 - 3. Duties and Responsibilities
 - a. Serve as chair of the Administrative Committee.
 - b. Identify at least two FRA members whom the Administrative Committee will approve for ballot counting in the election of Vice President.
 - c. Coordinate all aspects of the Vice President election in accordance with the guidelines in the *FRA Policy Handbook*.
 - d. Send condolences, get well messages, flowers, etc. to FRA Board Members as appropriate.
 - e. Nurture leaders.
 - f. Attend FRA Board Meetings and promote the Association and its purposes.
 - g. Provide the incoming Administrative Committee Chair or officer with current and/or updated documents essential for the efficient operation of the committee. (See the Appendix for a list of documents to include.)
- G. Treasurer
- 1. An appointed office (The Treasurer shall be appointed by the President with the approval of the FRA Board.) (*Bylaws*: Article IV, Section 1)
 - 2. Term of office—one year
 - 3. Duties and Responsibilities
 - a. Maintain accurate, up-to-date financial records.
 - b. Advise the Executive Committee regarding financial activities that would be in the best interest of the Association.

- c. Open a checking account with FRA funds and continue depositing FRA funds.
 - d. Complete signature cards, order checks and sign checks on behalf of FRA for disbursement of funds in accordance with FRA policy.
 - e. Submit within thirty days after leaving office all funds, accounts, and books.
(*Bylaws*: Article IV, Section 10)
 - f. Arrange for an annual review of the Treasurer's books with FRA's certified public accountant by July 15, and have IRS Form 990 filed for his/her year as Treasurer, which begins July 1 and ends June 30.
 - g. Present a current financial statement to the FRA Board at each scheduled FRA Board meeting, Delegates Assembly, and other budget planning meetings as requested by the President.
 - h. Provide the incoming FRA Treasurer with the financial records and a cashier's check for the balance of the FRA checking account or arrange for a transfer of funds and treasurer's supplies.
 - i. Maintain Nonprofit Corporation status with the State of Florida,
 - j. Serve on the Conference Committee, coordinate financial transactions with the Conference Treasurer, and generally represent FRA's financial interests.
 - k. Attend FRA Board meetings and promote the Association and its purposes.
4. Travel and Per Diem
- a. Lodging reimbursement for FRA Board meetings shall be one half the cost of the room per day. Special circumstances must have prior approval by the President.
 - b. Meal allotment prices shall be as follows:
 - 1. Breakfast—four dollars (\$4.00)
 - 2. Lunch—six dollars (\$6.00)
 - 3. Dinner—fifteen dollars (\$15.00)
 - 4. A reimbursement not to exceed \$8.00 will be paid for the Saturday evening meal following a two-day Board meeting or \$6.00 for a Sunday lunch following a three-day Board meeting if lunch is not provided. Board members who live in the vicinity where the Board meeting is held do not qualify for this reimbursement.
 - c. Transportation reimbursement for FRA Board meetings will be at the rate of \$.25 per mile round trip from home to the Board meeting site regardless of form of transportation. When Board members travel together in the same car, only the driver receives reimbursement. Exception: Board members from **Districts** 1, 2, 3, Miami-Dade and Monroe counties will receive full reimbursement for reasonable airfare.
 - d. Board members who attend the FRA Annual Conference may be reimbursed \$100.00, with the submission of a voucher, to offset conference expenses.
 - e. Individuals appointed by the President to represent FRA at professional meetings shall be reimbursed at the current FRA rates for meals and transportation. Reimbursements may come from the Executive Committee Travel Budget or other committee budgets.
 - f. The advisor and a representative from each Student Reading Council shall be reimbursed for FRA Board meeting expenses.
 - g. FRA shall reimburse the special interest council presidents to attend all FRA Board meetings and the FRA Leadership Conference.
 - h. If requested, FRA will reimburse liaison representatives at the current FRA rates for meals and transportation to attend all FRA Board meeting.

5. Budget Changes

- a. All motions that have a financial impact above the budget must include a budget amendment.
- b. Only the Executive Committee shall have the authority to approve the expenditure of any line item that is different from the budgeted amount.

6. Investment of Funds

The Treasurer shall have the authority to invest or transfer funds after consulting with the Executive Committee.

7. Reimbursement Procedures

- a. All expense vouchers for the current fiscal year must be submitted to the Treasurer for reimbursement by June 15. The President must approve exceptions from this policy.
- b. Each committee chair or the President must approve all expenditures by signing an expense voucher.

8. Annual Conference Speakers

A line item shall be established in the FRA Annual **Conference** budget to cover speakers' fees/expenses for the annual conference. The amount of this line item shall be determined by the Executive Committee.

9. Annual Conference Exhibits

- a. A part-time consultant **shall** be paid to coordinate the exhibits for the FRA Annual Conference.
- b. Monies from the exhibits shall be deposited into the FRA Annual Conference account.

H. Recording Secretary

1. The Recording Secretary shall be appointed by the President with the approval of the FRA Board. (*Bylaws*: Article IV, Section 1)

2. Term of office—one year

3. Duties and Responsibilities

- a. Record business and happenings at all FRA Board meetings and at the Delegates Assembly and provide an electronic copy of the minutes for each Board member following the Board meeting. Distribute a printed copy of the minutes at the subsequent meeting for approval by the Board.
- b. Keep a permanent book of minutes.
- c. Keep a record of current contact information for FRA Board members.
- d. Prepare a directory of FRA Board members' contact information to distribute to Board members at or before the FRA Annual Conference.
- e. Prepare folders for every Board member at each Board meeting, to include minutes, name tents, voting cards, committee minutes/motions forms, and applicable reports.
- f. Send notification of approval of bylaws changes to the local council coordinator at IRA Headquarters, FRA Board, and each local council President immediately following the FRA Annual Conference each year.
- g. Incorporate FRA Board policy motions into the *FRA Policy Handbook*.
- h. Submit to the Executive Board at the conclusion of each President's term, and include with the minutes of the final Board meeting of the fiscal year, the summary of all bylaws and policy changes voted by the Board for that year.
- i. Turn over all records at the expiration of term to incoming recording secretary.

(Bylaws: Article IV, Section 8)

- j. Attend FRA Board meetings and promote the Association and its purposes.
 - 4. Classification of Motions
 - The Recording Secretary shall classify all motions into four categories:
 - a. Routine—used to approve or accept minutes, Treasurer's report, and appointments.
 - b. Regular—used for specific situations and not to be included in the *FRA Policy Handbook*.
 - c. Policy—used for motions to be added to the *FRA Policy Handbook*.
 - d. Bylaw—used for motions to be added to the *FRA Bylaws*.
 - 5. Editing—The Recording Secretary shall assume mechanical editing responsibilities in order to standardize the format of the *FRA Policy Handbook*.
- I. IRA State Coordinator
- 1. An elected office
 - 2. Term of office—three years
 - 3. Duties and Responsibilities
 - a. Serve as chair of the Council Development Committee.
 - b. Promote the organization of new local councils and support existing councils.
 - c. Maintain records of all IRA-chartered councils within the state.
 - d. Encourage FRA and IRA Honor Council participation and chair the Florida Reading Association Honor Council Program.
 - e. Provide leadership for District Directors:
 - 1. Provide the FRA Recording Secretary with contact information of newly elected local council officers by July 1.
 - 2. Assist District Directors with local council concerns.
 - 3. Encourage District Directors to seek out and nominate qualified candidates for Vice President. (The Nomination Form for Vice President is in the Appendix.)
 - f. Provide leadership for Florida's Special Interest Councils that are IRA chartered.
 - g. Keep a record of term(s) served by District Directors. An asterisk shall be placed by the names of those District Directors who have been appointed by the President.
 - h. Inform the FRA Scholarships and Awards Coordinator of individuals completing a term of service for whom a plaque is appropriate.
 - i. Conduct the selection of District Directors according to FRA guidelines.
 - j. Organize, plan, and implement the FRA Leadership Conference with District Director involvement.
 - k. Use available funds, not to exceed \$250.00, to facilitate a meeting between the incoming IRA State Coordinator and the current IRA State Coordinator for the purpose of insuring a smooth transition.
 - l. Collaborate with the President and President-elect to provide leadership for the District Directors through the Council Development Committee.
 - m. Prepare a written report for the FRA Board to include in the minutes.
 - n. Attend FRA Board meetings and promote the purposes of FRA and IRA.
 - 4. Election
 - IRA guidelines shall be followed for the election of the IRA State Coordinator. (Forms: Criteria for Selection of an IRA State Coordinator; Procedure for Selection of IRA State Coordinator are found in the Appendix.)

J. Executive Committee Travel to Conferences

1. IRA Annual Convention

FRA shall pay expenses, when finances will allow, not exceeding one thousand dollars (\$1000.00) each for the President, President-elect, and IRA State Coordinator to attend the IRA Annual Convention.

2. IRA Southeast Regional Conference

FRA shall pay expenses, when finances will allow, not to exceed five hundred fifty dollars (\$550.00) each for the President, President-elect, and IRA State Coordinator to attend the IRA Southeast Regional Conference.

3. The Vice President may use his/her allotment of money to attend the IRA Annual Conference.

III. ADMINSTRATIVE COMMITTEE—A STANDING COMMITTEE

A. FRA Charges to the Committee

1. Conduct the election of the Vice President. (*Bylaws*: Article IX, Section 10)
2. Serve as the *Bylaws* and *Policy Handbook* Committee and make recommendations for revisions and/or amendments to the FRA Board as needed. (*Bylaws*: Article IX, Section 10)
3. Review scholarship awards applications and present recommendations to the FRA Board for approval.
4. Coordinate cosponsored conferences as authorized by the FRA Board.
5. Prepare a written report for the FRA board meetings to include in the minutes and in the *FRA Newsletter*.

B. Composition

1. The Past President shall serve as chair of the Administrative Committee.
2. The President shall appoint, with the approval of the Executive Committee, the committee members prior to the first Board meeting of the fiscal year.
3. The Archivist, the Parliamentarian, and the Scholarships and Awards Coordinator shall serve as members of the Administrative Committee.

C. Nominations and Election Procedures for Vice President

1. Composition of the Nominating Committee
The FRA Administrative Committee comprises the Nominating Committee led by the immediate Past President who is the Administrative Committee Chair.
2. The criteria used by the Nominating Committee are listed on the nomination form in the Appendix of the *FRA Policy Handbook*.
3. Recommending and Selecting
 - a. All members of the FRA shall be encouraged to submit nominations in writing; each nomination must be accompanied by a resumé and a completed nomination form. (Nomination Form for Vice President in the Appendix)
 - b. Resumés and all publications mentioned by the candidates for Vice President shall be verified as described on the nomination form in the Appendix prior to the first Board meeting of the fiscal year.
 - c. Nomination forms may be distributed at the FRA Leadership Conference. The nomination form shall include the Nominating Criteria for Vice President. (Nomination Form for Vice President in Appendix)
 - d. The Spring issue of the *Florida Reading Journal (FRJ)* and the Spring issue of the *FRA Newsletter* each fiscal year shall include the nomination form.
 - e. Nomination forms shall be submitted to the chair of the Nominating Committee by July 15.
 - f. All nominees for FRA Vice President shall have a personal interview by the Administrative Committee at the first Board meeting of the fiscal year. Nominees shall be reimbursed for travel expenses to the personal interview at the regular FRA Board member rate.
4. Procedures for Notification
 - a. The Past President shall notify the two candidates of their selection as nominees and

send each of the FRA Vice President Candidates guidelines which include information such as:

1. Candidates shall submit in time to be included in the FRA Conference Program:
 - a. A 5 x 7 black and white or color glossy picture and a 200-word narrative vita to the FRA Conference Chair, and
 - b. A second 5 x 7 black and white or color glossy picture to the Past President for a poster display at the FRA Annual Conference and for use in the FRA election ballot.
2. The chair of the Administrative Committee shall, in consultation with the FRA President and the editor of the *FRJ*, review the 200-word narrative vita submitted by each Vice President candidate for consistency.
3. Both candidates shall be introduced to the membership and shall have three minutes to speak at a general session at the FRA Annual Conference.
4. No campaign materials shall be distributed to councils or members by or on behalf of any candidate.
5. The Vice President candidates shall introduce a speaker at comparable sessions at the FRA Annual Conference.
6. All Vice President candidate introductions, presentations and events, both verbal and written, shall be in alphabetical order.
7. Vice President candidates shall be requested to participate with the FRA Board in the President's Reception greeting line at the FRA Annual Conference.
8. The names of the Vice President candidates shall be announced at the FRA Annual Conference and the Delegates Assembly.
- b. The Past President shall secure from the candidates for Vice President where they can be reached on the day the ballots are counted so they can be notified of the results.
5. The Ballot
 - a. The FRA election ballots shall include a 200-word narrative vita and a photograph of each candidate. The Administrative Committee Chair shall review the statements for consistency with the vitae. The ballots with return address shall be delivered to the mail processing service by October 15 so the ballots will be mailed to active FRA members no later than November 1. In the event that there is only one candidate for Vice President, the Administrative Committee shall dispense with the balloting procedure. (Bylaws: Article VII, Section 3) (Election Ballot for Vice President in Appendix)
 - b. The Administrative Committee Chair shall receive ballots. Forty-five days shall be allowed for the return of official ballots. Ballots must be received by December 15. (Bylaws: Article VII, Section 3) Late ballots shall not be counted.
6. Determining Election Results
 - a. The Administrative Committee Chair shall determine a ballot-count day on which ballots will be opened and counted by the Administrative Committee Chair and at least two other FRA members designated as ballot counters by the Administrative Committee. Ballot counters' signatures shall appear on the form in the Appendix of the *FRA Policy Handbook*.
 - b. The Administrative Committee Chair shall send the written verification report with ballot counters' signatures to the President within one week after ballot-count day, using the Election Verification Report form for Vice President in the Appendix.

7. Determining the Winner

A plurality of votes cast shall constitute an election. In case of a tie, the election shall be decided by a vote of a majority of the FRA Board.

8. Notification of Election Results

When the winner is determined from the ballot counting, the Administrative Committee Chair shall

- a. Call the FRA President and report the results. The FRA President shall telephone the candidates and inform them of the election results as soon as possible.
- b. Notify the editor of the *FRA Newsletter* of the name of the newly elected Vice President for announcement in the next issue of the newsletter.
- c. Notify the winner's local media and/or school district.

D. Position Paper/Resolution Procedure

1. Initiating the Position Paper/Resolution

The Administrative Committee shall serve as a Resolution Committee to act as a clearinghouse for all position papers/resolutions that have been initiated by at least fifteen members of the FRA Board for consideration at the Delegates Assembly.

2. Preparing a Position Paper/Resolution

All position papers/resolutions shall be prepared in a written form that follows appropriate wording found in *Robert's Rules of Order*.

3. Submitting a Position Paper/Resolution

The position paper/resolution shall be submitted in writing by July 15 for transmittal to the Administrative Committee.

4. Placing a Position Paper/Resolution on the Agenda

The Administrative committee shall edit, approve, or reject the position paper/resolution. Approved position papers/resolutions shall be submitted to the FRA Board for placing on the agenda for discussion and possible approval by the Delegates Assembly. Initiators of the position paper/resolution shall be informed of the committee's decision by the committee chair. Rejected position papers/resolutions may be presented directly to the Delegates Assembly by the initiators of the position papers/resolutions provided the FRA Board has been informed.

5. As the FRA Delegates Assembly approves position papers and Position Paper/Resolutions, they will be published in *FRJ* and distributed to local councils.

E. Service Appointments

1. Archivist Appointment

- a. The President, with the approval of the Executive Committee, may appoint an Archivist.

- b. Duties and Responsibilities

1. Assemble FRA membership memorabilia including minutes, photos, conference programs, newsletters, journals, brochures, position papers, and so forth and present them to the FRA archives by June 30 of each year.
2. Serve as a member of the Administrative Committee.
3. Attend FRA Board meetings and promote the Association and its purposes.
4. Provide the incoming Archivist with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

2. Parliamentarian Appointment

- a. The President, with the approval of the Executive Committee, may appoint a

parliamentarian.

- b. Duties and Responsibilities
 - 1. Provide training for the FRA Board in parliamentary procedures upon request.
 - 2. Resolve questions on parliamentary procedures during FRA Board meetings.
 - 3. Serve as a member of the Administrative Committee.
 - 4. Attend FRA Board meetings and promote the Association and its purposes.
 - 5. Provide the incoming Parliamentarian with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
- 3. Scholarships and Awards Coordinator
 - a. The President, with the approval of the Executive Committee, shall appoint a Scholarships and Awards Coordinator.
 - b. Duties and Responsibilities
 - 1. Disseminate scholarship and awards information and applications. Collect and present these applications to the Administrative Committee for review at the next Board meeting after their due date.
 - 2. Provide the FRA President-elect with necessary documentation of FRA scholarships and awards activities that may be included in the IRA Award of Excellence application.
 - 3. Purchase, after consulting with the President, Service Award plaques or certificates in recognition of District Directors, committee chairs, officers, and FRJ staff members at the end of their terms. Other Service Awards may be presented at the discretion of the President.
 - 4. Administer the IRA Exemplary School Reading Program in accordance with the prescribed guidelines.
 - 5. Supply the FRA Legislative Advocate with announcements of FRA/IRA scholarship, award, and grant winners and/or other similar recognitions for possible publication in the *Monday Report*.
 - 6. Update and publicize the information found in the *Scholarships, Awards, and Grants Booklet*.
 - 7. Maintain a list of scholarship and award recipients.
 - 8. Serve on the Administrative Committee.
 - 9. Attend FRA Board meetings and promote the Association and its purposes.
 - 10. Provide the incoming Scholarships and Awards Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

F. Scholarships and Awards Given By the Administrative Committee:

- 1. Marie Silverman Scholarship Award
 - a. The Marie Silverman Scholarship Award criteria and procedures are carefully detailed on the application form found in the *Scholarship, Awards, and Grants Booklet*.
 - b. The full-time recipients shall be awarded up to \$1,000. The part-time recipients shall be awarded up to \$500.00, with award preference given to full-time applicants.
 - c. The Marie Silverman Scholarship Award shall be presented at a Book and Author Luncheon or similar venue of the FRA Annual Conference.
 - d. FRA shall provide a Book and Author luncheon ticket for the Scholarship winner(s)

and a stipend of \$50.00 to help cover the cost of attending the FRA Annual Conference.

2. **Past Presidents' Beginning Teacher Conference Grant Award**

- a. A restricted fund of \$10,000.00 has been established. The interest from this fund serves as the source for the FRA Past Presidents' Beginning Teacher Conference Grant Award.
 - b. Each award winner shall be given a maximum of \$200.00 toward expenses to attend the FRA Annual Conference.
 - c. This award will be advertised in every issue of the *Florida Reading Journal*.
 - d. The Past Presidents' Beginning Teacher Conference Grant criteria, procedures, and application form are found in the current *Scholarships, Awards and Grants Booklet* and the Appendix of the *FRA Policy Handbook*.
3. Elementary Reading Teacher of the Year (See *Scholarships, Awards and Grants Booklet* for criteria.)
 4. Marguerite Cogorno Radencich Award (See *Scholarships, Awards and Grants Booklet* for criteria.)
 5. Local Council Grants Program (See *Scholarships, Awards and Grants Booklet* for criteria.)
 6. Distinguished Service Award/FRA Hall of Fame (See *Scholarships, Awards and Grants Booklet* for criteria.)

G. Conference Partnerships

All conferences partnered between the Florida Reading Association and other professional groups/organizations shall conform to the following guidelines:

1. The FRA Board shall approve the program chair, local arrangements chair, and the Treasurer for the partnered event.
2. All promotional materials for the conference shall be reviewed for format and promotional dates by the Publicity chair.
3. An FRA membership application shall be included on the conference registration form and will be reviewed by the State Director of Membership Development prior to printing.
4. The chair shall provide written progress reports to the FRA Board at each Board meeting, as appropriate.
5. FRA shall provide seed monies, not to exceed \$500.00, for these partnered mini-conferences. This seed money shall be repaid to FRA by the end of the mini-conference.
6. Complimentary registrations shall be provided for the FRA President and the presidents of any partnering organization.
7. Proceeds from the mini-conference shall be distributed within two months of the conference date. FRA shall receive 10% of the conference profits, and the partnering organization will receive 90%. If there is more than one partnering group (in addition to FRA), they must decide prior to applying to FRA for partnership how to divide the 90%.
8. The presentation of a financial report shall be made to the FRA Board by the program chair or treasurer of the event. The financial records shall be reviewed prior to that time. This report is due at the FRA Board meeting following a two-month "grace period."

IV. CONFERENCE COMMITTEE—A STANDING COMMITTEE

A. FRA Charges to the Committee

1. Plan the FRA Annual conference. (Bylaws: Article IX, Section 7)
2. Publicize the upcoming FRA Annual Conference.
3. Provide operating budget templates and models for the FRA Annual Conference Committee.
4. Approve the sale of council items and fund raising projects in accordance with the availability of space at the FRA Annual Conference and suitability of items to be sold. Each request must be received in writing at least fourteen (14) days prior to the first Board meeting of the fiscal year.
5. Update the *Conference Procedures Document* continuously.
6. Prepare a written report for the FRA Board meetings to include in the minutes and in the *FRA Newsletter*.

B. Composition

1. The Conference Committee First Chair chairs the Conference Committee.
2. The President shall appoint, with the approval of the Executive Committee, the Conference Committee Second Chair who shall serve in that position for one year before moving to Conference Committee First Chair the following year.
3. The President shall appoint, with the approval of the Executive Committee, the Conference Committee members prior to the first Board meeting of the fiscal year.
4. The FRA Publicity Committee Chair shall serve as a member of the Conference Committee.
5. The Vice President, who is the General Conference Chair for the following year's FRA Annual Conference, shall serve as a member of the Conference Committee.
6. The committee shall include coordinators for the following tasks:
 - a. Book Sales
 - b. Financial (FRA Treasurer)
 - c. Food Functions and Special Events
 - d. FRA Exhibits Coordinator
 - e. On-site Registration
 - f. Pre-registration (contracted company)
 - g. Program (FRA Vice President)
 - h. Program Support (Conference Committee Second Chair)
 - i. Protocol (Past President)
 - j. Sites
 - k. Volunteers

C. Duties and Responsibilities of Conference Committee First Chair

1. Monitor all Conference Committee expenses.
2. Submit Conference Committee and coordinator vouchers to the appropriate treasurer.
3. Coordinate all Conference Committee activities.
4. Serve as liaison between the coordinators and the General Conference Chair.
5. Serve as mentor to the Conference Committee Second Chair.
6. Provide the incoming Conference Committee First Chair with current and/or updated

documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

D. Duties and Responsibilities of Coordinators

1. Book Sales Coordinator

- a. Have a working knowledge of the book sales process.
- b. Review, and revise as necessary, the book sales portion of the *Conference Procedures Document*.
- c. Maintain ongoing communication with the Program Coordinator (Vice President) with regard to book orders.
- d. Communicate with the book company providing the books.
- e. Arrange for transport and storage of books.
- f. Handle financial transactions, keep accurate records, and deposit all monies in the FRA Annual Conference account.
- g. Adhere to conference task timelines before, during, and after the conference as specified in the *Conference Procedures Document*.
- h. Maintain ongoing communication with the Program and Volunteers Coordinators.
- a. Provide Conference Committee members with a brief written report pertaining to progress at each Board meeting.
- a. Attend the FRA Annual Conference and coordinate book sales.
- b. Provide the incoming Book Sales Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

2. Financial Coordinator (FRA Treasurer)

- a. Assure that the Program Coordinator submits a letter recommending a Conference Treasurer no later than June 1 for approval by the Executive Committee.
- b. Provide assistance, as necessary, to assure that the Conference Treasurer becomes bonded.
- c. Prepare a letter signed by the FRA President authorizing the opening of a bank account by the Conference Treasurer.
- d. Transfer \$3,000.00 to the conference account to serve as seed money that must be refunded following the FRA Annual Conference.
- e. Provide the Conference Treasurer with a budget established by the FRA Executive Committee.
- f. Have a working knowledge of the FRA Conference Treasurer's role and procedures as per the *Conference Procedures Document*.
- g. Review, and revise as necessary, the financial section of the *Conference Procedures Document*.
- h. Maintain ongoing communication with the Conference Treasurer as per the *Conference Procedures Document*.
- i. Review the FRA conference treasury procedures with the Conference Treasurer as per the *Conference Procedures Document*.
- j. Monitor the Conference Treasurer's adherence to conference task and transfer of funds timelines before, during, and after the conference as specified in the *Conference Procedures Document*.
- k. Receive a written Conference Budget Summary Report from the Conference Treasurer to be included in the minutes of each FRA Board meeting.

3. Food Functions/Special Events Coordinator
 - a. Have a working knowledge of the food functions/special events process.
 - b. Review, and revise as necessary, the food functions/special events portion of the *Conference Procedures Document*.
 - c. Maintain ongoing communication with the Program Coordinator and Sites Coordinator.
 - d. Communicate with outside agencies to obtain sponsorship of events.
 - e. Plan and implement special events including food functions, entertainment, ASCAP, etc.
 - f. Monitor local council adherence to conference task timelines before, during, and after the conference as specified in the *Conference Procedures Document*.
 - g. Monitor adherence to conference budget allocations.
 - h. Provide the Conference Committee members with a brief written report pertaining to progress at each Board meeting.
 - i. Attend the FRA Annual Conference and monitor all food functions/special events.
4. FRA Exhibits Coordinator
 - a. Collaborate with the General Conference Chair to obtain proposals from decorators and decide on the best contract.
 - b. Develop an exhibitor packet.
 - c. Mail packet to prospective exhibitors.
 - d. Place exhibit registration materials on the FRA website.
 - e. Assign exhibitor appropriate number of booths when application and payment are received.
 - f. Mail booth assignment and acknowledgment of deposits as soon as possible.
 - g. Update the decorator monthly re vendor assignments.
 - h. Request from vendor names of representatives who will attend the conference.
 - i. Submit an updated directory of vendors and reps to managing editor and typist of the FRJ.
 - j. Work with the decorator to send accessory packets and costs to vendors.
 - k. Identify security needs in collaboration with the General Conference Chair.
 - l. Prepare name tags/badges for vendor representatives.
 - m. Supervise exhibit area throughout the conference.
 - n. Collect door prizes and organize to facilitate disbursement.

Mail thank you note and announcement of the next conference to vendors.
5. On-site Registration Coordinator
 - a. Have a working knowledge of materials preparation and pre-registration processes.
 - b. Review, and revise as necessary, the registration section of the *Conference Procedures Document*.
 - c. Maintain ongoing communication with the General Conference Chair regarding preparation of materials for stuffing registration bags.
 - d. Review the materials preparation and on-site registration processes.
 - e. Monitor that sufficient personnel staff the registration desk.
 - f. Monitor adherence to the conference task timelines before, during, and after the conference as per the *Conference Procedures Document*.
 - g. Provide Conference Committee members with a brief written report pertaining to progress at each Board meeting.
 - h. Attend the FRA Annual Conference and supervise onsite registration.

- i. Provide the incoming On-site Registration Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
- 6. Pre-registration Coordinator (or contracted company)
 - a. Have a working knowledge of the pre-registration process.
 - b. Review, and revise as necessary, the pre-registration section of the *Conference Procedures Document*.
 - c. Maintain ongoing communication with the General Conference chair.
 - d. Review, and revise as necessary, the pre-registration process as per the *Conference Procedures Document*.
 - e. Monitor adherence to conference task timelines before, during, and after the conference as specified in the *Conference Procedures Document*.
 - f. Monitor adherence to conference budget allocations.
 - g. Provide the Conference Committee members with a brief written report pertaining to progress at each Board meeting.
 - h. Attend the FRA Annual Conference and provide support and assistance when needed.
- 7. Program Coordinator (FRA Vice President)
 - a. Work with the Conference Committee on the selection of color, theme, and logo.
 - b. Submit to the FRA Treasurer a letter recommending a Conference Treasurer no later than June 1 for approval by the Executive Committee.
 - c. Serve as a member of the Publicity Committee and work with the committee to publicize the conference.
 - d. Have a working knowledge of program-related procedures.
 - e. Review, and revise as necessary, the program portion of the *Conference Procedures Document*.
 - f. Adhere to conference task timelines before, during, and after the conference as per the *Conference Procedures Document*.
 - g. Contact authors and speakers for general sessions, feature sessions, and luncheons at the FRA Annual Conference.
 - h. Distribute proposal forms and, upon receipt of proposals, form a committee to review the proposals and select speakers.
 - i. Maintain ongoing communication with the Site Coordinator to coordinate physical arrangements, room assignments, signs, etc.
 - j. Maintain ongoing communication with the Book Sales Coordinator to coordinate book selections and work with the FRA Children's Book Award Coordinator to establish author-signing schedules.
 - k. Maintain ongoing communication with the Program Support Coordinator and the Volunteers Coordinator to coordinate materials for speaker packets and to obtain names of chairs for the conference program.
 - l. Prepare the conference program and deliver it in increments to the typist throughout the month of April with the last increment to arrive by May 20.
 - m. Provide Conference Committee members with a brief written report pertaining to progress at each Board meeting.
 - n. Work with the Conference Treasurer to make payments in a timely manner.
 - o. Attend the FRA Annual Conference and provide support and assistance when needed.

8. Program Support Coordinator (Conference Committee Second Chair)
 - a. Have a working knowledge of the program support procedures.
 - b. Review, and revise as necessary, the program support procedures of the *Conference Procedures Document*.
 - c. Maintain ongoing communication with the General Conference Chair.
 - d. Review the program support process as per the *Conference Procedures Document*.
 - e. Monitor adherence to conference task timelines and adherence to staffing guidelines before, during, and after the conference as per the *Conference Procedures Document*.
 - f. Create and print conference session evaluation forms.
 - g. Provide Conference Committee members with a brief written report pertaining to progress at each Board meeting
 - h. Assure that the appropriate number and kinds of ribbons are available for the conference.
 - b. Review conference evaluations for future conference planning.
 - c. Attend the FRA Annual Conference and provide kiosk support and assistance when needed.
9. Protocol Coordinator (Past President)
 - a. Serve as a resource and advisor for the Conference Committee.
 - b. Review, and revise as necessary, the protocol portion in the *Conference Procedures Document*.
 - c. Assist coordinators in the ongoing review and revision of the *Conference Procedures Document*.
 - d. Adhere to conference task timelines as specified in the *Conference Procedures Document*.
 - e. Organize and carry out the planning for the Delegates Assembly.
 1. Obtain the number of FRA members, delegates, and alternates each council is entitled to from the State Director of Membership Development. Contact local councils, give this information, and ask for names of delegates and alternates.
 2. Prepare and submit bylaws changes to the Delegates Assembly in a format that explains the specific alterations that are being made and the rationale for the changes. The bylaws changes shall be prepared by the FRA secretary to distribute with the minutes of the last FRA Board meeting of the fiscal year.
 3. At the first Board meeting of the fiscal year, determine the number of Board members planning to attend the Delegates Assembly.
 4. Mail information on the Delegates Assembly, bylaws changes, resolutions, and position papers to delegates and alternates 30 days prior to the conference.
 5. Inform the Program Support Coordinator of the number of delegate and alternate ribbons to be ordered.
 6. Inform the Food Functions/Special Events Coordinator of the number of delegates and Board members planning to attend the Delegates Assembly.
 7. Make sure there is seating for alternates or other FRA members who will not attend the breakfast (if applicable) but who wish to witness the voting.
 8. Produce and distribute the printed agenda to those attending the Delegates Assembly.
 9. Provide colored cards or tags, to be held high to clearly identify voting delegates at the Delegates Assembly.
 10. Identify two persons who will agree to count the votes and to read the minutes in

- preparation for the following year's Delegates Assembly.
- f. Invite the FRA Past Presidents to attend the Saturday Book and Author Luncheon at the FRA Annual Conference.
 1. Notify the Pre-registration Coordinator of those individuals receiving complimentary registrations and luncheon tickets. These will include the General Conference Chair, the Conference Committee Chair, the Past Presidents, and other VIPs invited by the President or the Program Coordinator.
 2. Provide the number of expected attendees to the Food Functions/Special Events Coordinator.
 3. Assure that there is VIP seating for Past Presidents and guests.
 - g. Organize the head table assignments, the President's Reception receiving line, and the presentation of the Vice President Candidates to conference attendees.
 - h. Provide the Conference Committee members with a brief written report pertaining to progress when appropriate.
 - i. Attend the FRA Annual Conference and, in consultation with the Program Coordinator, Conference Committee Chair, and Sites Coordinators, serve as troubleshooter(s).
 - j. Provide the incoming Protocol Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
10. Sites Coordinator
- a. Have a working knowledge of the sites facilitation process.
 - b. Work on a 5-year plan for FRA Annual Conference sites by visiting potential conference sites throughout the state and checking on facilities and costs for hotel sleeping rooms (including \$2.00 rebate); hotel restaurants and other nearby eating places; parking; adjacent hotels; exhibit, general session and breakout meeting space; extras in hotel charges; and any other factors that influence the choice of a meeting place for the FRA Annual Conference. The Sites Chair shall report this information to the Conference Committee and the FRA Board. (See Sites Checklist in the Appendix).
 - c. With the consent of the FRA board, negotiate but not sign sites contracts that are economically advantageous to FRA.
 - d. Present site contract drafts to the Conference Committee for study and possible recommendation to the FRA Board and, pending Board approval, secure the FRA President's signature on the contract.
 - e. Serve as the FRA liaison with site personnel.
 - f. Work with the Program Coordinator and FRA Conference Exhibits Coordinator to establish physical arrangements including signs, floor plans, necessary telephones, etc.
 - g. Arrange for AV.
 - h. Arrange for security.
 - i. Arrange for civic, concierge, shuttle, or tour services as appropriate.
 - j. Review, and revise as necessary, the sites facilitation section in the *Conference Procedures Document*.
 - k. Maintain ongoing communication with the Volunteers Coordinator to secure site monitors.
 - l. Review the site monitoring process as per the *Conference Procedures Document*.

- m. Monitor adherence to personnel requirements for site monitoring.
 - a. Arrange for appropriate signage at the conference.
 - b. Adhere to conference task timelines before, during, and after the conference as specified in the *Conference Procedures Document*.
 - n. Provide Conference Committee members with a brief written report pertaining to progress at each Board meeting.
 - o. Work with the local convention bureau to provide information on local attractions, activities, restaurants, etc.
 - p. Attend the FRA Annual Conference and, in consultation with the Program Coordinator, Conference Committee Chair, and Protocol Coordinator, serve as a troubleshooter.
 - q. Provide the incoming Sites Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
11. Volunteers Coordinator
- a. Have a working knowledge of procedures for obtaining and retaining volunteers.
 - b. Review, and revise as necessary, the volunteers portion of the *Conference Procedures Document*.
 - c. Maintain ongoing communication with the Program Coordinator and the Conference Committee Chair.
 - d. Communicate with individuals and groups throughout the state to solicit volunteer assistance.
 - e. Monitor adherence to conference task timelines before, during, and after the conference as specified in the *Conference Procedures Document*.
 - f. Provide the Conference Committee members with a brief written report pertaining to progress at each Board meeting.
 - g. Attend the FRA Annual Conference and monitor the performance of volunteers.
 - h. Provide the incoming Volunteers Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

E. Conference Finances

- 1. The Executive Committee shall establish a Conference Committee operating budget.
- 2. Coordinators shall submit Conference Committee expense vouchers to the Conference Committee Chair for submission to the Conference Treasurer or the FRA Treasurer as appropriate.
- 3. Transfer of Conference Funds
The Conference Treasurer shall:
 - a. Present a check to the FRA Treasurer for all monies collected for FRA memberships in conjunction with the conference.
 - b. Present a check to the FRA Treasurer for a reasonable percent of the conference proceeds the last day of the FRA Annual Conference.
 - c. Submit remaining funds with final local council records by the FRA Leadership Conference.

F. Conference Publicity

- 1. Publicity for the conference shall be the responsibility of the FRA Publicity Committee.

The FRA Publicity Committee Chair shall serve as a liaison between the Publicity Committee and the Conference Committee.

2. Duties and Responsibilities

- a. Have a working knowledge of conference publicity procedures.
- b. Review and revise the conference publicity process in the *Conference Procedures Document*.
- c. Adhere to conference task timelines.
- d. Coordinate, with the Program Coordinator, the work of the FRA Publicity Committee to advertise the FRA Annual Conference.
- e. Work with the Ethnographer, the *FRA Newsletter* editor, the FRA Webmaster, and the *FRJ* Editor to advertise and then document the FRA Annual Conference.

3. Use of the FRA Logo

All FRA Annual Conference materials including the FRA Annual Conference Program front cover shall use the FRA logo.

4. Photographs

- a. Photographs taken at the FRA Annual Conference should include black and white or color glossy photographs of head tables, main speakers, officers, and main events.
- b. Photographs must have the people in the photographs identified and be submitted in duplicate to the FRA Publicity Committee Chair by October 15 for inclusion in *FRJ*, the *FRA Newsletter*, the FRA Website, and for filing with the FRA Archivist.

V. COUNCIL DEVELOPMENT COMMITTEE—A STANDING COMMITTEE

A. FRA Charges to the Committee

1. Organize new councils and support existing councils. (*Bylaws*: Article IX, Section 8)
2. Assist the IRA State Coordinator with planning and conducting the FRA Leadership Conference.
3. Submit minutes from the Council Development Committee.
4. Prepare a report of local council activities for the FRA Board meetings that will also become part of the *FRA Newsletter*.

B. Composition

1. The IRA State Coordinator shall serve as chair of the Council Development Committee.
2. Committee membership shall include **District Directors** and other members appointed by the President in consultation with the IRA State Coordinator.

C. Duties and Responsibilities

1. Plan and conduct the FRA Leadership Conference.
 - a. The FRA Leadership Conference shall be held in May or June of each year.
 - b. The IRA State Coordinator shall be responsible for coordinating all FRA Leadership Conference activities and planning with the conference hotel.
 - c. The IRA State Coordinator and the Council Development Committee shall collaborate with FRA board members to plan the conference and identify session facilitators and speakers.
 - d. The IRA State Coordinator shall invite local council leaders to attend the FRA Leadership Conference to network with other local council leaders, colleagues, and members of the FRA Board; to share successful programs, literacy projects, and membership development activities; and to learn about FRA- and IRA-sponsored programs and activities that benefit local and state members.
 - e. The IRA State Coordinator and the FRA Executive Committee may invite other persons, councils, or organizations to participate when appropriate.
 - f. The IRA State Coordinator shall invite individuals interested in forming new councils or reviving existing councils to attend the FRA Leadership Conference. Travel reimbursement shall be commensurate with that received by existing local councils.
 - g. **Districts Directors** shall contact local council leaders to encourage attendance and participation at the FRA Leadership Conference, generate enthusiasm for the program, and provide information regarding travel and lodging.
 - h. FRA shall pay for one hotel room and reimburse the mileage for one vehicle per local council.
2. Determine how to best support local councils in achieving their goals.
3. Encourage special interest councils and local councils to make the current FRA/IRA membership applications available to their members.
4. Attend FRA Board meetings and promote the Association and its purposes.

VI. GOVERNMENTAL RELATIONS COMMITTEE—A STANDING COMMITTEE

A. FRA Charges to the Committee

1. Study and disseminate all information concerning changes in legislation and certification that may affect the teaching of reading. (*Bylaws*: Article IX, Section 5)
2. Serve as a liaison among the FRA Board, FRA special interest councils, FRA membership and the Florida Legislature.
3. Prepare a written report for the FRA Board meetings to include in the minutes and in the *FRA Newsletter*.

B. Composition

1. The President shall appoint the chair of the Governmental Relations Committee with the approval of the Executive Committee.
2. The President shall appoint the committee members, with the approval of the Executive Committee, prior to the first FRA Board meeting of the fiscal year.
3. Legislative Advocate
 - a. A part-time consultant should be paid to serve as Legislative Advocate.
 - b. The Legislative Advocate shall be invited to serve as a member of the Governmental Relations Committee.
4. The representative for the Superintendents' Association shall serve on the Governmental Relations Committee.
5. The representative from the School Board Association shall serve on the Governmental Relations Committee.

C. Duties and Responsibilities

1. Disseminate information to the FRA Board and FRA members pertaining to reading-related legislative issues.
2. Disseminate and clarify reading related issues to the Florida Legislature and to FRA membership.
3. Conduct, or sponsor one or more of the following items at the FRA Annual Conference and at the FRA Leadership Conference: a legislative session, a Governmental Relations brochure and/or white paper, a legislative reception, a Legislative Award (as appropriate), or a Governmental Relations display.
4. Review nominations for the Legislative Award (as appropriate), make recommendations to the FRA Board, and present the award at a general session of the FRA Annual Conference.
5. Attend FRA Board meetings and support the Association and its purposes.
6. Provide the incoming Governmental Relations Committee Chair with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

D. Legislative Award

This award is given to legislators who are working to promote education. By July 15, councils or individuals should submit to the Governmental Relations Committee Chair the names of individuals who meet the criterion. The recipient is recognized at the FRA Annual Conference.

VII. LITERACY PROJECTS COMMITTEE—A STANDING COMMITTEE

A. FRA Charges to the Committee

1. Coordinate FRA-initiated literacy projects and activities that reach out to the local, state, national, and/or international community and serve the purposes of the Florida Reading Association.
2. Develop and distribute public service announcements.
3. Provide the President-elect with artifacts to document literacy projects required for the IRA Award of Excellence application.
4. Review nominations for Media Awards.
5. Prepare a written report for the Board to include in the minutes and in the *FRA Newsletter*.

B. Composition

1. The President shall appoint, with the approval of the Executive Committee, the committee chair prior to the first FRA Board meeting of the fiscal year.
2. The President shall appoint the Special Coordinators. These may include Adolescent, Adult **Literacy, Celebrate Literacy, Children's Book Award, Emergent Literacy, Family Literacy**, International Projects, and Media/Technology in Education.
3. The special interest council presidents (or representatives) shall serve on the Literacy Projects Committee.

C. Duties and Responsibilities of Special Coordinators

1. Adolescent Literacy Coordinator *This may need to be revised.*
 - a. Work with local councils to encourage each council to name an Adolescent Literacy Chair.
 - b. Distribute information to local councils about adolescent literacy and the Secondary Reading Council of Florida.
 - c. Distribute materials and guidelines supplied from IRA Headquarters and the FRA Publicity Committee to local council chairs or presidents.
 - d. Assist local councils with planning and carrying out Adolescent Literacy projects.
 - e. Prepare and present an Adolescent Literacy session at the FRA Annual Conference with the knowledge and approval of the General Conference Chair.
 - f. Prepare and present an Adolescent Literacy session at the FRA Leadership Conference.
 - g. Provide the FRA President and the Literacy Projects Chair with copies of all outgoing materials for review prior to publication.
 - h. Provide the Publicity Committee Chair, the *FRA Newsletter* Editor, and the FRA Webmaster with copies of outgoing materials prior to distribution. (Note: Information posted on the FRA website must be submitted through the website gatekeeper designated by the Executive Committee.)
 - i. Prepare a written report for the FRA Board meetings to include in the minutes and the *FRA Newsletter*.
 - j. Attend FRA Board meetings and promote the Association and its purposes.
 - k. Provide the incoming Adolescent Literacy Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix

for a list of documents to include.)

2. **Adult Literacy Coordinator** *This will need revision and change this year.*
 - a. Work with local councils to encourage each council to name an Adult Literacy Chair.
 - b. Distribute to local councils information about Adult Literacy.
 - c. Distribute to local council chairs or presidents materials and guidelines supplied from IRA Headquarters and the FRA Publicity Committee.
 - d. Assist local councils with planning and carrying out Adult Literacy projects.
 - e. Prepare and present an Adult Literacy session at the FRA Annual Conference with the knowledge and approval of the General Conference Chair.
 - f. Prepare and present an Adult Literacy session at the FRA Leadership Conference.
 - g. Provide the FRA President and the Literacy Projects Chair with copies of all outgoing FRA materials for review prior to publication.
 - h. Provide the Publicity Committee Chair, the *FRA Newsletter* Editor, and the FRA Webmaster with copies of outgoing materials prior to distribution. (Note: Information posted on the FRA website must be submitted through the website gatekeeper designated by the Executive Committee.)
 - i. Prepare a written report for the FRA board meetings to include in the minutes and the *FRA Newsletter*.
 - j. Attend FRA Board meetings and promote the Association and its purposes.
 - k. Provide the incoming Adult Literacy Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
3. **Celebrate Literacy Coordinator** *This will need revision and changed this yea at the discretion of the president and executive board.*
 - a. Communicate with local councils to encourage each council to name a Celebrate Literacy Chair.
 - b. Distribute to local council chairs or presidents materials and guidelines supplied from IRA Headquarters and the FRA Publicity committee.
 - c. Encourage and assist local councils with planning and carrying out literacy projects.
 - d. Organize Celebrate Literacy project training at both the FRA Leadership Conference and the FRA Annual Conference.
 - e. Contact IRA in July to receive information about International Literacy Day to distribute to the FRA Board and local councils.
 - f. Encourage local councils to submit nominations for the FRA Celebrate Literacy Award.
 - g. Review Honor Council submissions, in collaboration with the IRA State Coordinator, to select Celebrate Literacy Award recipient(s).
 - h. Present the FRA Celebrate Literacy Award at the FRA Annual conference.
 - i. Provide the FRA President and the Literacy Projects Chair with copies of all outgoing FRA materials prior to publication.
 - j. Provide the Publicity Committee Chair, the *FRA Newsletter* Editor, and the FRA Webmaster with copies of outgoing materials prior to distribution. (Note: Information posted on the FRA website must be submitted through the website gatekeeper designated by the Executive Committee.)
 - k. Prepare a written report for the FRA Board meetings to include in the minutes and FRA Newsletter.
 - l. Attend FRA Board meetings and promote the Association and its purposes.

- m. Provide the incoming Celebrate Literacy Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
4. Children's Book Award Coordinators
- The Association sponsors the FRA Children's Book Award to encourage an interest in contemporary literature by pre-kindergarten through second-grade students. ~~To participate, Florida teachers and media specialists must register their students according to the contest guidelines.~~ Students have an opportunity to vote on their favorite choice after reading or listening to at least five of the eight nominated books. **This will be coordinated through teachers or media specialist at each school.** Books nominated must be currently in print in English, originally published within the past five years, and an original manuscript or a retelling. The author of the winning book receives the FRA Children's Book Award and is recognized at the FRA Annual Conference. **(See *Scholarships, Awards and Grants Booklet* for criteria.)**
- a. Revise and update information each year regarding nominations of books and guidelines for participation in the Children's Book Award.
 - b. Maintain up-to-date mailing lists of participating schools, FRA District Directors, FRA Executive Committee members, and other literacy groups.
 - c. Receive suggestions of authors and their books from participating schools to be considered as nominees for the Children's Book Award. Deadline for nominations: December 15.
 - d. Appoint a committee of at least five FRA Board members to select eight books for each year's program. The final book nominations for the following year will be announced at the third Board meeting of the fiscal year.
 - e. Inform participating schools of the selected books in May.
 - f. Inform publishers and authors of selected books and ask for biographical information about the authors at that time.
 - g. Program procedures and materials will be posted on the FRA website and available at the annual fall conference.
 - h. Coordinate tallying of ballots indicating votes of students participating in the program. Deadline for ballots: April 15.
 - i. Inform school, authors, and publishers of voting results in May.
 - j. Provide the Administrative Committee with the title of the winning book and the author's name.
 - k. Order a plaque for the winning author and certificates for the other selected nominees. Invite the winning author to attend the Book and Author luncheon at the FRA Annual Conference to receive the award.
 - l. Submit items regarding the current Children's Book Award nominations to the editors of the *FRA Newsletter* and the FRA Website.
 - m. Prepare and present a Children's Book Award session at the FRA Annual conference with the knowledge and approval of the General Conference Chair.
 - n. Prepare and present a Children's Book Award session at the FRA Leadership Conference.
 - o. Provide the FRA President and Literacy Projects Chair with copies of all outgoing FRA materials prior to publication.
 - p. Provide the Publicity Committee Chair, the *FRA Newsletter* Editor, and the FRA Webmaster with copies of outgoing materials prior to distribution. (Note:

- Information posted on the FRA website must be submitted through the website gatekeeper designated by the Executive Committee.)
- q. Prepare a written report for the FRA board meetings to include in the minutes and *FRA Newsletter*.
 - r. Attend FRA Board meetings and promote the Association and its purposes.
 - s. Provide the incoming Children's Book Award Coordinators with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
5. **Emergent Literacy Coordinator** *This will need revision and changed this year at the discretion of the president and executive committee.*
- a. Work with local councils to encourage each council to name an Emergent Literacy Chair.
 - b. Distribute to local councils information about Emergent Literacy.
 - c. Distribute to local council chairs or Presidents materials and guidelines supplied from IRA Headquarters and the FRA Publicity committee.
 - d. Assist local councils with planning and carrying out Emergent Literacy projects.
 - e. Prepare and present an Emergent Literacy session at the FRA Annual Conference with the knowledge and approval of the General Conference Chair.
 - f. Prepare and present an Emergent Literacy session at the FRA Leadership Conference.
 - g. Provide the FRA President and the Literacy Projects Chair with copies of all outgoing materials for review prior to publication.
 - h. Provide the Publicity Committee Chair, the *FRA Newsletter* Editor, and the FRA Webmaster with copies of outgoing materials prior to distribution. (Note: Information posted on the FRA website must be submitted through the website gatekeeper designated by the Executive Committee.)
 - i. Prepare a written report for the FRA Board meetings to include in the minutes and the *FRA Newsletter*.
 - j. Attend FRA Board meetings and promote the Association and its purposes.
 - k. Provide the incoming Emergent Literacy Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
6. **Family Literacy Coordinator**
- a. Work with local councils to encourage each council to name a Family Literacy Chair.
 - b. Distribute to local councils information about Family Literacy.
 - c. Assist local councils with planning and carrying out Family Literacy projects.
 - d. Serve, under the direction of the FRA Executive Committee, as a liaison with appropriate organizations.
 - e. Prepare and present a Family Literacy session at the FRA Annual Conference with the knowledge and approval of the General Conference Chair.
 - f. Prepare and present a Family Literacy session at the FRA Leadership Conference.
 - g. Provide the FRA President and the Literacy Projects Chair with copies of all outgoing materials for review prior to publication.
 - h. Provide the Publicity Committee Chair, the *FRA Newsletter* Editor, and the FRA Webmaster with copies of outgoing materials prior to distribution. (Note: Information posted on the FRA website must be submitted through the website

- gatekeeper designated by the Executive Committee.)
 - i. Prepare a written report for the FRA Board meetings to include in the minutes and the *FRA Newsletter*.
 - j. Attend FRA Board meetings and promote the Association and its purposes.
 - k. Provide the incoming Family Literacy Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
7. International Projects Coordinator
- FRA recognizes the importance of global literacy and of reaching beyond our borders to promote good will and initiate and support literacy efforts.
- a. Work with local councils to encourage each council to name an International Literacy Chair.
 - b. Distribute to local councils information about FRA and IRA International Literacy Projects.
 - c. Research potential international literacy projects for consideration by the Literacy Projects Committee and further approval by the FRA Board.
 - d. Identify the elements of the project and develop a plan for implementation in cooperation with the partner country.
 - e. Prepare a budget for consideration and approval by the Executive Committee.
 - f. Develop a working knowledge of the culture and existing literacy efforts in the partner country.
 - g. Maintain ongoing communication with the partner country.
 - h. Assist in the development of literacy leadership in the partner country.
 - i. Prepare and present an International Projects session at the FRA Annual Conference with the knowledge and approval of the General Conference Chair.
 - j. Prepare and present an International Projects session at the FRA Leadership Conference.
 - k. Provide the FRA President and the Literacy Projects Chair with copies of all outgoing materials for review prior to publication.
 - l. Provide the Publicity Committee Chair, the *FRA Newsletter* Editor, and the FRA Webmaster with copies of outgoing materials prior to distribution. (Note: Information posted on the FRA website must be submitted through the website gatekeeper designated by the Executive Committee.)
 - m. Prepare a written report for the FRA Board meetings to include in the minutes and the *FRA Newsletter*.
 - n. Attend FRA Board meetings and promote the Association and its purposes.
 - o. Provide the incoming International Projects Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)
8. **Media/Technology in Education Coordinator** *This will need revision and changed this year at the discretion of the president and executive committee*
- a. Communicate with local councils to encourage each council to name a Media/Technology in Education Chair.
 - b. Distribute to local council chairs or Presidents materials and guidelines supplied from IRA Headquarters and the FRA Publicity committee.
 - c. Encourage and assist local councils with planning and carrying out Media/Technology in Education projects.

- d. Research media-related projects for consideration by the Literacy Projects Committee and further approval by the FRA Board.
 - 1. Contact the American Newspaper Publishers Association (ANPA) or the Newspaper in Education (NIE) coordinator at a local newspaper to identify a project for collaboration.
 - 2. Coordinate with local councils or school districts to seek support of FRA-sponsored NIE Week activities.
 - 3. Encourage local councils to submit nominations for the FRA Media Award.
- e. Collaborate with the editors of FRA publications to publish information about technology pertinent to reading instruction.
- f. Prepare and present a Media/Technology in Education session at the FRA Annual Conference with the knowledge and approval of the General Conference Chair.
- g. Prepare and present a Media/Technology in Education session at the FRA Leadership Conference.
- h. Provide the FRA President and the Literacy Projects Chair with copies of all outgoing materials for review prior to publication.
- i. Provide the Publicity Committee Chair, the *FRA Newsletter* Editor, and the FRA Webmaster with copies of outgoing materials prior to distribution. (Note: Information posted on the FRA website must be submitted through the website gatekeeper designated by the Executive Committee.)
- j. Prepare a written report for the FRA Board meetings to include in the minutes and the *FRA Newsletter*.
- k. Attend FRA Board meetings and promote the Association and its purposes.
- l. Provide the incoming Media/Technology in Education Coordinator with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

VIII. MEMBERSHIP COMMITTEE—A STANDING COMMITTEE

A. FRA Charges to the Committee

1. Develop plans to secure new members in local councils, FRA, and IRA. (*Bylaws*: Article IX, Section 9)
2. Collaborate with the FRA Publicity Committee to organize and operate the FRA/IRA table at the FRA Annual conference and at other events to promote FRA/IRA membership.
3. Perform other responsibilities as directed by the Membership Committee Chair. (*Bylaws*: Article IX, Section 9)
4. Prepare a written report for the FRA Board to include in the minutes and in the *FRA Newsletter*.

B. Composition

1. The State Director of Membership Development shall serve as the chairperson of the Membership Committee.
2. The President shall appoint, with the approval of the Executive Committee, the committee members prior to the first FRA Board meeting of the fiscal year.

C. Duties and Responsibilities of State Director of Membership Development

1. Serve as chairperson of the Membership Committee.
2. Be responsible for plans to increase FRA and IRA membership.
3. Keep an accurate count of FRA members and have such records available for FRA operations.
4. Plan and organize a membership session for the FRA Leadership Conference.
5. Present ~~and distribute a written~~ membership report to the FRA Board at each scheduled FRA Board meeting
6. Provide a print-ready copy of the current membership application to all editors of FRA publications, the FRA Webmaster, the General Conference Chair of the FRA Annual Conference, and the IRA State Coordinator to distribute to local council presidents and membership chairs.
7. Direct all editors of FRA publications and the FRA Webmaster to include a current FRA membership application in each issue of the publication for which they are responsible and on the website.
8. Ensure that the General Conference Chair of the FRA Annual Conference uses a current copy of the FRA membership application.
9. Collaborate with the Council Development Committee to encourage special interest councils and local councils to make the current FRA membership application available to their members.
10. Attend FRA Board meetings and promote the Association and its purposes.
11. Submit all **membership** records at expiration of term to the incoming State Director of Membership Development.
12. Provide the incoming State Director of Membership Development with current and/or updated documents essential for the efficient operation of the position. **(See the Appendix for a list of documents to include.)**

D. Dues

1. FRA annual membership dues are \$30.00 effective 2009-10. (Approved by the Delegates Assembly, September 2008) This includes electronic copies of the FRJ.
2. Dues for FRA membership received after March 1 will also include membership benefits for the following year.
3. Full-time graduate and undergraduate annual membership dues shall be \$20.00 with full-time status to be verified in writing by a college/university professor.
4. Annual membership dues for retired persons shall be \$20.00.
5. Print journal membership is an additional \$30.00.

E. Complimentary Membership

1. Past Presidents of the FRA shall be awarded a complimentary lifetime membership.
1. A complimentary annual membership may be awarded at the discretion of the FRA Board.

F. Local Council and Special Interest Council Membership

1. Local council and special interest council membership numbers shall be reported by the District Director or a special interest council's president (or representative) at each Board meeting.
2. The State Director of Membership Development shall use membership numbers to verify membership growth for Honor Council eligibility and to determine recipients of membership awards presented at the annual Delegates Assembly.

G. Membership Funds Collected at Conference(s)

FRA Annual Conference participants may pay FRA membership dues at the time of registering for the conference. The membership dues collected with conference registrations shall be deposited as membership income.

IX. PUBLICATIONS COMMITTEE—A STANDING COMMITTEE

A. FRA charges to the Committee

1. Create and produce FRA publications. (Bylaws: Article IX, Section 3)
2. Implement publications activities approved by the FRA Board. (Bylaws: Article IX, Section 3)
3. Serve in a consultative relationship with ongoing FRA publications. (Bylaws: Article IX, Section 3)
4. Prepare a written report for the Board to include in the minutes and in the *FRA Newsletter*.

B. Composition

1. The President shall appoint, with approval of the Executive Committee, a Publications Coordinator who shall serve as chair of the Publications Committee.
2. The President shall appoint, with approval of the Executive Committee, the committee members prior to the first FRA Board meeting of the fiscal year.
3. The editor/co-editors and the associate editor of the *Florida Reading Journal (FRJ)* shall serve as members of the committee.
4. The editor of the *FRA newsletter* shall serve as a member of the committee.
5. The FRA Web Manager shall serve as a member of the committee.
6. The editor of the *Cutting Edge* shall serve as a member of the committee.
7. As they are members of the FRA Board of Directors, it is the expectation that the editors of the *FRJ*, the FRA newsletter, and the FRA Web Manager shall be current members of FRA.

C. Duties and Responsibilities of the Publications Coordinator

1. Chair the Publications Committee.
2. Coordinate FRA publications.
3. Remind Board members of upcoming publications deadlines at least two weeks prior to the due dates.
4. Coordinate reviews of professional publications to submit to FRA publications.
5. Share a review of a professional publication at each Board meeting. The review may be given by the Publications Coordinator or a designee.
6. Prepare and present a session on professional publications at the FRA Annual Conference with the knowledge and approval of the General Conference Chair.
7. Prepare and present a session on professional publications at the FRA Leadership Conference at the discretion of the IRA State Coordinator.
8. Develop, and revise as needed, visual identity guidelines for usage of the FRA logo and motto.
9. Publish the visual identity guidelines on the FRA website and serve as the contact person for permission to use the FRA logo and motto on published materials.
10. Attend FRA Board meetings and promote the Association and its purposes.
11. Provide the incoming Publications Committee Chair with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

D. Duties and Responsibilities of *FRJ* Staff

1. *Florida Reading Journal* Editor or Co-Editors

- a. Solicit manuscripts and encourage authors to submit their best works to the *Florida Reading Journal*, publishing the most current work available.
 1. Talk with conference presenters, teachers and researchers, requesting them to submit their work.
 2. Provide proactive leadership to help the *FRJ* reflect novel and pragmatic ideas, strategies, and information based upon research, theory, and practice from the forefront of reading education.
 3. Monitor research published in books, journals, and monographs, encouraging authors to submit instructional versions of work that seems particularly promising for classroom practice.
 4. Provide publication sessions at reading conferences to assist potential authors with information and encouragement.
- b. Assume responsibility for *FRJ* preproduction tasks.
 1. Receive all submissions, give them an initial overview, and send them out blind to reviewers—three reviews for manuscripts and two reviews for feature sections.
 2. Return review/feedback to authors in a timely manner (two to three months).
 3. Edit manuscripts and editions of *FRJ*.
 4. Assist in updating the publishers' directory.
 5. Include a letter from the editor in each issue.
- c. Assume responsibility for production and distribution of three *FRJ* issues annually: November, February, and May. (The August issue of the *FRJ* shall be the FRA Annual Conference Program.)
 1. Notify the Membership Management Service and the copy center of the publication dates. The Membership Management Service provides the mailing lists for each issue.
 2. Give final approval of *FRJ* content and the final printing numbers for publication.
- d. Select a balanced Editorial Advisory Board with members who are especially up-to-date and knowledgeable, and who have valuable, practical publication experience. The form nominating members for the Editorial Advisory Board is in the Appendix. Membership on the Editorial Advisory Board will be for a one- to three-year period, with a rotation plan providing continuity. This group will convene at the FRA Annual Conference and will advise in less formal ways throughout the year.
- e. Publish in the *FRJ* issues the following:
 1. November—letter from the editor, President's message, pictures and 200-word vitae of candidates for Vice President, Conference Proposal Form, and FRA Annual Conference pictures, if available.
 2. February—letter from the editor, President's message, application for Marie Silverman Scholarship Award; Nomination Form for Vice President; FRA Annual Conference pictures, if not previously published; conference overview and pre-registration form.

3. May–letter from the editor, President’s message, current and accurate information for nominating candidates for Vice President.
- f. Appoint the Associate Editor of the *FRJ* when there is only one editor.
- g. Collaborate with the FRA Exhibits Coordinator who serves as Advertising Manager for the *FRJ*. In the past the Exhibits Coordinator has been an independent contractor appointed by the Executive Committee. Currently this position is a voluntary position served by one of the members of the FRA Board of Directors.
- h. Assist the Advertising Manager in keeping track of payments made and ads inserted.
- i. Approve all bills incurred in publication of the *FRJ*, and forward all bills to the chairperson of the Publications Committee.
- j. Inform the Scholarships and Awards Coordinator of individuals completing a term of service for which a plaque is appropriate.
- k. Assure *FRJ* representation at the IRA Annual Conference. FRA shall pay expenses not to exceed five hundred dollars (\$500.00) for the *FRJ* Editor to attend the publication training sessions at the IRA Annual Conference. If the editor cannot attend the IRA Annual Conference, then if there is an associate editor or co-editor, he/she shall have expenses reimbursed not to exceed \$500.00 to attend the publication training sessions.
- l. Present “Writing for the *FRJ*” workshops and other presentations related to *FRJ* at the FRA Annual Conference and/or FRA Leadership Conference as appropriate.
- m. Solicit feedback on the journal to best meet the needs of the readers.
- n. Fulfill FRA Board responsibilities
 1. Prepare a written report for each FRA Board meeting to include in the minutes.
 2. Submit an Annual *FRJ* Report at the last FRA Board meeting of the fiscal year to include:
 - a. The number of articles submitted, accepted, and rejected for each issue
 - b. A detailed financial report (suggested form in the Appendix) and provided by the treasurer.
 - c. An Editorial Advisory Board organization and rotation plan report
 - d. A systematic plan for evaluation of the *FRJ*.
 3. Serve as an ex-officio member of the Publications Committee.
 4. Attend FRA Board meetings and promote the Association and its purposes. (The editor may designate an associate editor to represent *FRJ* at the Board meeting.)
2. Duties and Responsibilities of the Associate Editor
 - a. Assist with reviews as necessary.
 - b. Assist with features and solicited manuscripts.
 - c. Assist with editing *FRJ*.
 - d. Assist with workshops and presentations on writing for *FRJ*.
3. Duties and Responsibilities of the Associate Editor for Technology
 - a. Provide technology features for *FRJ*.
 - b. Assist with workshops and presentations.
 - c. Attend Board meetings and committee meetings as needed;
 - d. Assist in updating the FRA website and adding approved materials.
4. Duties and Responsibilities of the Production Manager

- a. Assist the editor in the production and distribution of the *FRJ*.
- b. Communicate with the FRA Exhibits Coordinator in regard to *FRJ* advertising.
- c. Receive all camera-ready ads for publication in the *FRJ*.
- d. Receive all listings of advertisers and publishers for publication in the *FRJ*.
- e. Distribute complimentary *FRJ* copies to continuing advertisers.
5. Duties and Responsibilities of the Advertising Manager
 - a. Contact and bill publishers for all ads.
 - b. Receive payment from the publishers.
 - c. Send payment directly to the FRA Treasurer.
 - d. Send an itemized account of all expenses to the chairperson of the Publications Committee to be forwarded to the FRA Treasurer.
 - e. Produce a list of publishers with current contact information; forward the list of publishers to the *FRJ* Production Manager.
 - f. Keep a copy of all ad images forwarded to the *FRJ* Production Manager.
 - g. Attend professional reading/language arts conference for the purpose of securing advertising revenue for the *FRJ*.
6. Florida Reading Journal (*FRJ*)—Production and Distribution
 - a. Journal size: The number of pages in the *FRJ* shall be decided by the editors based on need and cost effectiveness. (Minutes: 9/10/88, p. 5)
 - b. Production of Copies
 1. Production of copies shall be based on the distribution prescribed.
 2. Additional copies of the *FRJ* shall be produced for the editor's use.
 3. At the direction of the FRA Board, the editor shall produce additional copies of the *FRJ* for purposes of communicating and publicizing FRA activities.
 - c. Distribution of copies (managed by the *FRJ* Editor)
 1. Copies of the *FRJ* shall be distributed in the following manner:
 2. Each FRA member shall receive electronic versions of the *FRJ*.
 3. Each FRA member that requested and paid for printed versions – one
 4. Each contributing author—two
 5. Each advertiser—one
 6. Each subscriber—one
 7. Single-issue requests for the *FRJ* shall be directed to the *FRJ* editor and provided at a cost of ten dollars (\$10.00) or the current cost for printing and mailing.
 8. Requests for complimentary copies made by institutions and by individuals shall be directed to the *FRJ* editor and provided at the discretion of the editor.
 - d. Content
 1. All ads to be printed in the *FRJ* must be related to reading or have the approval of the editor.
 2. All notices and announcements published in the *FRJ* must be related to reading. Submitted materials shall be printed on a space available basis according to the following priority list:
 - a. Florida Reading Association
 - b. International Reading Association
 - c. Florida Department of Education

- d. Non-profit educational institutions
 - e. Other non-profit organizations at the discretion of the *FRJ* editor.
 - e. Advertising Rates and Policies
 - 1. Advertising Rates shall be set by the Publications Committee and approved by the FRA Board.
 - 2. Ad copy shall be submitted in camera-ready format.
 - 3. Ad copy requiring alterations may result in cancellation of ad.
 - 4. Any expense incurred in ad alterations will be billed to the advertiser.
 - 5. A prepublication discount of five percent (5%) shall be available for payment received with camera-ready material.
 - f. Subscription

Subscription rates for the *FRJ* will be larger than membership dues and set by the Publications Committee and approved by the FRA Board.
- E. Duties and Responsibilities of the FRA Web Manager
- 1. Consult with managers to help them use the web to improve the way FRA does business and serves citizens.
 - 2. Develop and organize the content of FRA's web, ensuring that content reflects well on the organization.
 - 3. Reach out to audience groups (citizens, business partners, and FRA members) to determine their needs, and act as an advocate to ensure that FRA addresses those needs through the web products.
 - 4. Market FRA's web products among the intended audiences;
 - 5. Train FRA members to use the web products in appropriate ways.
 - 6. Anticipate and look toward the future, analyzing and proposing new ways that FRA might use the web to carry out its mission more efficiently and effectively.
 - 7. Assist in developing and implementing FRA policies, procedures, and strategic plans through the web.
 - 8. Provide oversight, advice, and training to the organization.
 - 9. Maintain awareness of ongoing policies and management initiatives, and suggest ideas and opportunities to link FRA's web-based products to other major initiatives.
 - 10. Serve as a point of contact for the organization for information and ideas regarding the web.
 - 11. Work with board members throughout the Association to develop new web content and initiatives. Act as a management consultant, suggesting new ideas for using the web to carry out FRA's mission and goals and to provide services.
 - 12. Coordinate with the Board to design pages, address and resolve technical problems, and discuss new directions and technology.
 - 13. Monitor and analyze performance measures.
 - 14. Provide advice and guidance to FRA associate organizations to help them create web sites that deliver the services.
 - 15. Create opportunities for FRA members to learn more about web products and use the products effectively.
- F. *FRA Newsletter*
- 1. Duties and responsibilities of the Newsletter
 - a. Plan and prepare the *FRA Newsletter*.

- b. Submit completed newsletter to the FRA President for review.
 - c. Attend FRA Board Meetings and promote the Association and its purposes.
 - d. Prepare and present to the FRA Board an annual report summarizing the year's issue. Include information such the number of pages in each issue, how many were printed, the cost of each issue, contact information for the printer, and the mailing procedure.
2. The *FRA Newsletter* shall include the items listed below. Editorials are not to be included.
- a. President's message.
 - b. Committee reports: Administrative, Conference, Council Development, Governmental Relations, Literacy Projects, Membership, Publications, Publicity, and Studies and Research.
 - c. Special Coordinator Reports
 - d. Local Council News
 - e. Calendar of events
 - f. Council leaders roster
 - g. Local and state officers.
 - h. Fall issue (published in October):
 - 1. Local Council Newsletter Contest
 - 2. FRA Annual Conference Proposal Form
 - 3. Scholarships and Awards deadlines
 - i. Winter issue (published in January):
 - 1. See above 2 a-e.
 - 2. Results of the election for Vice President
 - j. Spring issue (published in March):
 - 1. Nomination form for Vice President
 - 2. Results of the election for District Directors
 - 3. Reminder of Scholarship and Awards deadlines
 - 4. Children's Book Award nominees for the following school year
 - 5. Annual Conference Advertisement
 - k. Summer issue (published in June)
 - 1. Nomination form for Vice President
 - 2. Annual Conference Advertisement
 - 3. Annual Conference Registration forms
 - 4. Delegates Assembly information
3. A report from each FRA committee chair relating the goals accomplished by the committee shall be submitted after each Board meeting to the newsletter editor using the form in the Appendix. The form will also indicate "No Report" if applicable.
4. Number of Copies
Issues of the *FRA Newsletter* shall be sent electronically to all FRA members.
5. Publishing Dates
The *FRA Newsletter* shall be distributed in July/August, October/November, January/February, and April/May.

X. PUBLICITY COMMITTEE—A STANDING COMMITTEE

A. FRA Charges to the Committee

1. Publicize FRA activities.
2. Prepare, publish, and distribute the FRA image brochure.
3. Work with the Conference Committee Chair and the General Conference Chair to design, publish, and disseminate FRA Annual Conference information.
4. Organize and operate an FRA/IRA table at the FRA Annual Conference to promote FRA/IRA membership and all FRA activities.
5. When appropriate, organize and operate an FRA/IRA table at affiliate meetings, the IRA Convention, or other appropriate gatherings.
6. Develop, assemble and distribute FRA image and/or publicity brochures, and/or packets targeting specific audiences such as local councils, administrators, business partners, or parents, as appropriate.
7. Prepare a written report for the Board to include in the minutes and in the *FRA Newsletter*.
8. Attend FRA Board meeting and promote the Association and its purposes.
9. Provide the incoming Publicity Committee Chair with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

B. Composition

1. The President shall appoint, with the approval of the Executive Committee, the committee chair prior to the first FRA Board meeting of the fiscal year.
2. The President shall appoint, with the approval of the FRA Executive Committee, the committee members prior to the first FRA Board meeting of the fiscal year.
3. The FRA Vice President, as General Conference Chair of the following year's FRA Annual Conference, shall serve as a member of the Publicity Committee.
4. Ethnographer Appointment
 - a. The President, with the approval of the Executive Committee may appoint an Ethnographer.
 - b. Duties and Responsibilities
 1. Serve as a photography coordinator.
 2. Furnish photographs for use in FRA publications, including the FRA Website, as well as for archival purposes.
 3. Label with the event, date, and names of people within the image of each photo when appropriate.
 4. Serve on the Publicity Committee.
 5. Attend FRA Board meetings and support the Association and its purposes.
 6. Provide the incoming Ethnographer with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

C. Image Brochure/Package

1. Develop and publish an image brochure.

2. Distribute image brochures to local council officers at the FRA Leadership Conference.
3. Provide image brochures for distribution by FRA Board members as needed.

D. Logo and Motto

The FRA logo shall be included on all materials developed and disseminated by FRA. The FRA motto shall be “Florida Reading Association: Leading the Way to Literacy.”

E. Website

1. A current list of FRA Board members shall be maintained on the FRA website.
2. The current dates for FRA Board meetings shall be maintained on the FRA website.
3. All recommended items for the FRA Website shall be submitted to the designated gatekeeper (currently the FRA President).

XI. STUDIES AND RESEARCH—A STANDING COMMITTEE

A. FRA Charges to the Committee

1. Encourage the study of important issues in reading. (*Bylaws*: Article IX, Section 5)
2. Promote the understanding of the purpose of research. (*Bylaws*: Article IX, Section 5)
3. Stimulate and promote research in reading at all levels.
4. Study the various factors that influence progress in reading.
5. Publish the results of pertinent and significant investigations and practices in
 - a. *Teachers on the Cutting Edge*
 - b. Position statements/brochures
6. Disseminate reports of research throughout Florida. (*Bylaws*: Article IX, Section 6).
7. Prepare a written report for the FRA Board meetings to insert in the minutes and in the *FRA Newsletter*.

B. Composition

1. The President shall appoint, with the approval of the Executive Committee, the committee chair prior to the first FRA Board meeting of the fiscal year.
2. The President shall appoint, with the approval of the FRA Executive Committee, the committee members prior to the first FRA Board meeting of the fiscal year.

C. Duties and Responsibilities

1. The Studies and Research Committee shall publish results of pertinent and significant investigations in *Teachers on the Cutting Edge*.
 - a. Identify the topic for the upcoming year's *Teachers on the Cutting Edge* by the last Board meeting of the fiscal year.
 - b. Prepare a list of potential research and best practices articles and books on the identified topic to submit by the second Board meeting of the fiscal year.
 - c. Summarize articles, using style guidelines established by the Studies and Research Committee, to bring to the third Board meeting of the fiscal year for review by the committee.
 - d. Select summaries to be included in *Teachers on the Cutting Edge*.
 - e. Edit and prepare the summaries to be complete in July to be distributed to members electronically.
2. The Studies and Research Committee shall present a Research and Study Symposium at the FRA Annual Conference with the knowledge and approval of the General Conference Chair.
3. The Studies and Research Committee shall be responsible for publicizing and managing the Marilyn F. Sharp Classroom Action Research Award program.
 - a. Review applications for the Marilyn F. Sharp Classroom Action Research Award at the first and third Board meetings of the fiscal year and select award recipient(s).
 - b. Arrange for the FRA Treasurer to prepare a check for sixty percent of the money requested by the award recipient(s).
 - c. Notify applicants of the committee's decisions and send checks to the award recipient(s) within 10 days after the review.

- d. Collaborate with the Scholarships and Awards Coordinator to purchase a plaque for the award recipients to be presented at the FRA Annual Conference.
 - e. Publicize the Marilyn F. Sharp Classroom Action Research Award recipient(s) in the next issue of the *FRA Newsletter*.
 - f. Monitor the dissemination of research results by the winner(s) either through an article in *FRJ* or a presentation at the FRA Annual Conference.
- 4. The Studies and Research Committee shall prepare, during the third meeting of the fiscal year, a proposal to for the FRA Annual Conference.
 - 5. Attend FRA Board meeting and promote the Association and its purposes.
 - 6. Provide the incoming Publicity Committee Chair with current and/or updated documents essential for the efficient operation of the position. (See the Appendix for a list of documents to include.)

