

# **College Section Steering Committee Responsibilities & Activities**

## **Encourage Membership**

Support growth in section membership by inviting colleagues to join the Council, read its publications (particularly *College English*, *English Education*, *TETYC*, and *CCC*) attend its conventions and meetings, and participate in its programs.

## **Encourage Leadership**

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

## **Exercise Leadership in Shaping NCTE Programs, Publications, and Professional Development Offerings**

- Assist NCTE staff and leadership in identifying service/professional development opportunities at your institution or in your region. Serve in a planning or presenting role for some events.
- Notify the section of key education trends or issues in your region that could be addressed by Council publications, programs, or policy development.
- Bring to the section committee's attention any matters of general concern to members of the section or to the profession at large, gather pertinent documents and other information to enrich discussion of those concerns, and prepare to recommend courses of action for the section committee or, via the Chair, for the NCTE Executive Committee to consider.
- Participate extensively in the online review and compilation of NCTE session proposals.

- Serve as members of an informal board of the section journal—*College English*—and advise the editors on matters of content and concerns; new editor search committees include members of the respective steering committees.

### **Attend Section Governing Meetings and Functions**

- Attend the annual convention during the years of their tenure and participate in section activities during convention week, including various convention events and a business meeting of the section committee. \$50 per diem is paid for each day that section functions are scheduled and attended at the convention.
- Begin serving term officially **after** the November convention in the year of their election. Strongly encouraged to attend the section committee's convention meetings as a guest in the year elected in order to learn and offer insights. Traditional College Section activities include the College Forum on Friday evening during the convention, the College Section/CCCC luncheon on Saturday, and a Section Committee meeting on Monday.
- Participate in the election of the College Steering Committee Chair. The chair becomes a member of the NCTE Executive Committee. (Members have the option to run for the positions.)
- Serve on the Board of Directors, and attend its annual convention meeting as a representative of the section. The BOD traditionally meets on Friday evening of the annual convention.
- Have an e-mail account and respond in a timely way to messages and duties communicated on-line.

### **Miscellaneous**

- Respond to inquiries and assume tasks at home as requested by the section Chair. Costs of postage, photocopying, and an occasional phone call in connection with these duties will be reimbursed by the Council.
- Encouraged, though not required, to attend NCTE regional meetings or professional development events in your area.
- Encouraged, though not required, to attend meetings of the committee at CCCC Convention.
- Serve as a liaison to other NCTE programs, subgroups, etc., when invited, but not when such invitations involve conflicts with section meetings and other responsibilities outlined above.
- Under Council policy, elected section committee members must resign from posts that conflict with section meetings or duties (e.g., commission membership).
- Candidates agree not to campaign during the election process.