

## Secondary Section Steering Committee Members Responsibilities

### Encourage Membership

- ❖ Support the growth of the section membership by inviting colleagues to join the Council.

### Encourage Leadership

- ❖ Recommend candidates to both the NCTE Nominating Committee and the Section Nominating Committee.

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

- ❖ Assist NCTE staff and leadership in identifying service/professional development opportunities at home institution or in home your regions.
- ❖ Bring to the section steering 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 steering committee or, via the Chair, for the NCTE Executive Committee to consider.
- ❖ Serve as members of an informal board of the section journal—English Journal—and advise the editor(s) on matters of content and concerns; new editor search committees include members of the section respective steering committees.

### Attend Section Governing Meetings and Functions

- ❖ Begin serving term officially after the November convention in the year of their election. Strongly encouraged to attend the Section Steering committee's convention meetings as a guests in the year elected in order to learn and offer insights. Traditional Secondary Section activities include the Section Get-Together on Thursday afternoon during the convention, the Secondary Luncheon on Saturday, and a Section Steering Committee meeting on Monday.

Thursday	SSSC Meeting	9:00 am–5:00 pm
Thursday	SSSC Get-Together	4:30–6:00 pm
Saturday	Secondary Luncheon	12:30–2:30 pm
Monday	SSSC Meeting	9:00 am–4:00 pm

- ❖ 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.

### Miscellaneous

- ❖ Respond to inquiries and assume tasks at home as requested by the section Chair.
- ❖ Encouraged, though not required, to attend NCTE regional meetings or professional development events in home regions.
- ❖ Serve as liaisons to other NCTE programs and subgroups, when invited, except when such an activity
- ❖ conflicts with section responsibilities outlined above.