

WLU Executive Board Member Activities & Responsibilities

Membership

- Be a member, if not already, of *both* WLU and NCTE.
- Serve a three-year term beginning 72 hours after the Delegates Assembly.
- Support growth in WLU/NCTE by inviting colleagues to join, read its publications (particularly *Talking Points*), attend its conference and meetings, and participate in its programs.

Leadership

- Support the officers and the function of the organization.
- Help new Executive Board members become productive quickly.
- Identify and support potential new leaders, especially teachers from underrepresented groups.
- Recommend candidates to both the WLU and NCTE Nominating Committees.

Exercise Leadership in Shaping WLU Programs and Publications

- Support TAWL groups within a regional area.
- Act as liaison to other professional organizations in terms of informing them about the activities and functions of WLU/NCTE, bringing information about their groups to the attention of the Executive Board, and coordinating activities when appropriate.
- Publicize WLU events and conferences by distributing fliers, buttons, writing letters, etc.
- Contribute and/or encourage contributions of others to the news/journal.
- 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 Executive Board of key education trends or issues in your region that could be addressed by WLU/NCTE publications, programs, or policy development.
- Bring to the Executive Board's attention any matters of general concern to WLU members 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 Executive Board, via the president for the NCTE Executive Committee to consider.

Attend WLU Governing Meetings and Functions

- Attend all Executive Board meetings (November NCTE Annual Convention & July WLU Literacies for All Summer Institute)
- Participate in the Delegates Assembly during the WLU Literacies for All Summer Institute.
- Contribute to the ongoing work of an Executive Board subcommittee as designated by the president.
- Be a visible promoter of WLU at the Literacies for All Summer Institute (offer presentations, be a featured speaker, introduce speakers, greet people, etc.)
- Have an e-mail account and respond in a timely way to messages and duties communicated online through the Executive Board listserv. Much WLU business is handled through electronic communication.
- Encouraged, though not required, to attend NCTE regional meetings or professional development events in your area.
- Review this activities and responsibilities description annually in order to modify it or add to it.