

WLU President Responsibilities and Activities

General

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

Leadership

- Keeps NCTE Administrative Liaison Specialist informed of all WLU activities by sending copies of correspondence.
- Oversee administration of the Lifetime Membership and Service Awards by:
 - Submitting recommendations to the WLU Executive Board for approval.
 - Notifying recipient(s) that she/he has been selected.
 - Notifying NCTE staff liaison of recipient(s) for ordering of plaques.
 - Presenting awards during the Opening Session at the Literacies for All Summer Institute.
- Chairs or works with the Editor Search Committees for editors of *Talking Points*.
- Attend all meetings of the NCTE Executive Committee as a voting member—currently August, November [pre- and post-conference], February, and April. (See below for additional EC responsibilities and activities)
- Collaborates with other sections, committees, commissions, and task forces to promote the work of the Council.

Literacies for All Summer Institute

- Oversee planning of the Literacies for All Summer Institute with Conference Committee.
- Presides at Opening Session and presents awards at the Literacies for All Summer Institute.
- As incoming president, present outgoing president with a plaque at the Literacies for All Summer Institute.
- As current president, present outgoing WLU Executive Board members with certificates at Literacies for All Summer Institute.
- Arrange for presentation of awards at Literacies for All Summer Institute.
- Arrange for introductions of speakers at the Literacies for All Summer Institute.
- Plans agenda and presides at WLU meetings (Literacies for All Summer Institute and NCTE Annual Convention).

NCTE Convention

- Helps plan NCTE convention by selecting WLU sessions at the Convention Planning Meeting.
- Presides at the Whole Language Opening Session at the NCTE Annual Convention.
- Plans agenda and presides at WLU meetings (Literacies for All Summer Institute and NCTE Annual Convention).
- Attend NCTE Annual Business/Board of Directors meeting and remind WLU members to attend.
- Attend meetings of committees/commissions for which you serve as an NCTE Executive Committee liaison.
- Nominate members for NCTE offices and Nominating Committee.
- Sit on dias for various sessions at NCTE Annual Convention.

President as Member of the NCTE Executive Committee

- Attend NCTE Executive Committee meetings traditionally held in: November (Annual Convention), February (Convention Planning Meeting), April (Washington, DC), August (Urbana, IL).
- Submit an annual report (a brief account of WLU's activities) in July for inclusion in the NCTE Annual Reports to the Board of Directors.
- Submit two quarterly reports to be included on the Executive Committee agenda for February and August.
- Attend the NCTE Annual Business/Board of Directors meeting at NCTE Annual Convention.
- Bring concerns of the WLU members to the attention of the NCTE Executive Committee by mail or at regularly scheduled meetings.
- Respond to mail ballots sent by Executive Director.
- Act as liaison between NCTE committees/commissions and the Executive Committee. This requires that you correspond with and be generally knowledgeable about these groups. For a complete listing, see the NCTE Web site at <http://www.ncte.org/about/gov/>.