

Duties of IRA State Coordinator

- I. Leadership Development
 - A. Further the mission of the International Reading Association by assisting in the chartering, development, and growth of local and special interest councils in areas of the state or province having ten IRA members willing to serve as leaders.
 - B. Facilitate regional directors to be effective leaders.
 - 1. Develop and facilitate the Regional Directors' meetings at the Board meetings and KSRA Conference.
 - 2. Assist the Vice President to coordinate Regional Directors to facilitate registration of delegates at the KSRA Delegates' Assembly.
 - C. Serve as primary facilitator for the annual state/provincial leadership workshop.
 - D. Arrange other training opportunities (e.g., at the state reading conference when the Leadership Development Associate and/or other IRA Board members are in attendance).

- II. Communications
 - A. Communicate frequently with state and local council leaders.
 - B. Maintain contact with IRA staff and Board members, especially with the Leadership Development Associate assigned to the state.
 - C. Submit articles on leadership issues and council activities for publication in the state newsletter or journal.

- III. Records Management
 - A. Monitor the status of councils in the state and local council leaders.
 - B. Maintain accurate records of charter councils within the state – i.e., names of the councils, their boundaries, and all officers' names and addresses, and the annual local council financial report. Report to IRA Headquarters names and addresses of all local and state officers by April 15th.

- IV. Local Council Support
 - A. Encourage councils to sponsor projects and programs that will enhance career, leadership, and personal advancement of participating members.
 - B. Assist councils in developing policies and procedures which will further the mission of the Keystone State Reading Association.
 - C. Assist each council in taking a professional leadership role within its boundaries.
 - D. Promote standards of excellence as outlined in the Honor Council Award guidelines.

- E. Give local councils information for the International Reading Association.
 - F. Plan and conduct a session for new local council officers at the annual KSRA conference.
- V. Conference/Workshop Attendance
- A. IRA Conference
 - B. IRA Delegates' Assembly
 - C. IRA annual Leadership Workshop
 - D. KSRA June Leadership Workshop
- VI. Other Duties
- Carry out other duties as assigned by the KSRA Board of Directors and IRA.

(Long Range Planning Committee, 3/06/04; revised by LRP 7/21/08)