

## **Educational Resource Development**

### **Charges**

1. To create and revise publications designed to assist teachers and administrators in the practical matter of improving literacy
2. To disseminate above materials on a non-profit basis

### **Composition**

1. The committee shall consist of the chairperson and other members determined by the chair.

### **Duties of the Chair**

The role of the chairperson is, in collaboration with committee members, to set goals and deadlines for projected and ongoing material creation, and to accomplish or delegate the following tasks:

1. To inform committee members of meeting date
2. To write and edit materials
3. To proof-read materials before final publishing
4. To arrange for publishing of said materials
5. To print and send invoices for materials ordered with a purchase order
6. To pack and mail materials
7. To collect checks and cash for materials and send to treasurer within 60 days of receipt
8. To make reminder contacts with business offices for invoices that are outstanding past 60 days
9. To publicize the availability of materials via the KSRA Website and newsletter
10. To revise published materials as conditions warrant