

Local Council Time Line

June/July

- Local Council President, President-elect/Vice-President, and other membership chair attend summer Zone meeting
- Send name of Local Council Legislative Chair to WSRA Legislative Chair and WSRA Administrative Assistant by August 1
- Send name of Local Council Membership Chair to WSRA Membership Chair and WSRA Administrative Assistant by August 1 (beyond 2103, this will be due June 1)

Summer

- Send reservation to Administrative Assistant by deadline for WSRA Summer Leadership Conference for new President, President-elect/Vice-President, Legislative Chair, and Membership Chair
- Attend WSRA Summer Leadership Conference - new President, President-elect/Vice-President, Legislative Chair, and Membership Chair. **Bring materials as requested by your Zone Coordinator**
- Invite your council President Elect/Vice-President, Legislative Chair, Membership Chair, and other officers to attend September WSRA Leadership Conference and to ride with you. Contact WSRA Coordinating Secretary by deadline if you need lodging for Friday (if more than 125 miles or two hours one way from site of leadership meeting)
- Local Council Executive Board planning meeting (check your Bylaws to see who is involved in your Executive Board). **Make sure you invite your Zone Coordinator to the meeting**
- Pass books, folders, and crates to new officers and explain procedures
- Local Council Committee chair appointments and charges established; seek vote to approve committee chairs, if needed
- Finalize council program plans for the coming year
- Invite a WSRA Officer, other than your Zone Coordinator, to a meeting
- Plan local council activities, goals - Use WSRA and IRA goals as guidelines
- Discuss WSRA Honor Council and IRA Honor Council requirements
- Plan local council membership campaign
- Check to verify all local council officers are WSRA and IRA members

- Consider applying for WSRA Community Service Grant. Send to Zone Coordinator
- Plan for International Literacy Day **September 8**
- Plan for participation in Hispanic American Read-In Chain in **September**
- Plan for participation in Wisconsin Native American Read-In Chain in **November**
- Plan for participation in African American Read-In Chain in **February**
- Plan for **November** Parents and Reading Month
- Plan for **March** Newspaper in Education Week
- Plan for **March** Read Across America
- Send Council Image Brochure to WSRA officers
- Send 25 paper copies of Council Image Brochure (or one electronically) to WSRA Administrative Assistant and WSRA Membership Chair by **September Leadership**
- Work with your Membership Chair to send Council Image Brochure to local council members, public and parochial schools, colleges and universities, and libraries served by your council (check your bylaws for your boundaries)
- Update council website with new officers, programs, membership forms, etc

August/September

- Verify local council meeting place and speaker
- Send out newsletter to local council members, other local council presidents, & WSRA officers in presidential cycle announcing program (include local, WSRA, & IRA membership forms). Contact Administrative Assistant for electronic list or labels
- Set agenda for local council meeting - include committee reports as needed
- Participate in Hispanic American Read-In Chain in **September**
- Confirm attendance with WSRA Administrative Assistant by deadline for WSRA Fall Leadership Conference
- Contact WSRA Coordinating Secretary by deadline if you need lodging for Friday (if more than 125 miles or two hours one way from site of leadership meeting)
- Ask for nominees for WSRA awards **DUE NOVEMBER 1**

- Ask for nominees for IRA awards
- Begin discussion to get workers to sign up to work at WSRA Convention in **February**
- Update council website.

October

- Verify local council meeting place and speaker
- Send out newsletter (use electronic list or labels from WSRA) announcing program
- Set agenda for local council meeting - include committee reports as needed
- Have information on all WSRA Awards available
- Membership chair prints labels of nonWSRA members and sends them to WSRA Administrative Assistant or emails an EXCEL roster with addresses of nonWSRA members to WSRA Administrative Assistant by **October 1**
- Check to see that all IRA Honor Council materials have been submitted by **November 27** to IRA Headquarters
- Submit IRA forms for Exemplary Reading Program Award by **November 1**
- Submit WSRA forms for Celebrate Literacy Award by **November 1**
- Submit WSRA forms for Outstanding Service Award by **November 1**
- Submit WSRA forms for Outstanding Administrator Award by **November 1**
- Submit WSRA forms for Student Scholarship Award by **November 1**
- Submit WSRA forms for Leadership in Literacy Technology by **November 1**
- Submit WSRA forms for Friends of Literacy Honor Roll by **November 1**
- Submit WSRA forms for Council Recognition by **November 1**
- Submit WSRA forms for Pat Bricker Research Award by **November 1**
- Confirm attendance with WSRA Administrative Assistant by deadline for WSRA Winter Leadership Conference
- Contact WSRA Coordinating Secretary by deadline if you need lodging for Friday (if more than 125 miles or two hours one way from site of leadership meeting).

- Appoint Nominating Committee for next year's slate of officers
- Update council website.

November/December

- Participate in Wisconsin Native American Read-In Chain in **November**
- Attend WSRA Winter Leadership Conference
- Sign up to work at WSRA Convention and earn money for your council (contact WSRA Convention Chair) See Administrative Assistant if you want to introduce someone at Convention
- Confirm attendance of Local Council President at WSRA Convention Leadership breakfast (by invitation only)
- Complete and send any completed WSRA Honor Council forms to Zone Coordinator
- Update council website.

January/February/March

- Participate in African American Read-In Chain in **February**
- Attend WSRA Convention in February at Convention Center in Milwaukee
- President attends WSRA Convention Leadership breakfast (by invitation only)
- Verify local council meeting place and speaker
- Send out newsletter to local council members and WSRA officers
- Set agenda for local council meeting
- Nominations committee seeks new local council officers
- Check to see that all WSRA Honor Council materials have been submitted by **March 1** to WSRA Zone Coordinator
- Newspaper in Education Week in **March**
- Contact Administrative Assistant by deadline to confirm attendance of this year's President, next year's President and President-elect/Vice President, and other officers at WSRA Spring Leadership Conference
- Contact WSRA Coordinating Secretary by deadline if you need lodging for Friday (if more than 125 miles or

two hours one way from site of leadership meeting).

Update council website.

April/May

Verify local council meeting place and speaker

Send out newsletter to local council members and WSRA officers (use electronic list or labels from WSRA) including membership renewal form

Set agenda for local council meeting - Elect new council officers

This year's President attends WSRA Spring Leadership Conference with next year's President, President-elect/Vice President, and other officers

Identify person to attend IRA Honor Council Awards Ceremony at IRA Annual Convention, if your council qualifies. If no one from your council is able to attend, sign the form and send it to the IRA State Coordinator by **April 1**.

This year's President assures that next year's President and President-elect/Vice President have a WSRA Local Council Handbook to bring to zone meeting in **June/July**

Send IRA "Report of Council Officers" form to IRA State Coordinator by **June 30** and **include membership list**. Use electronic form found on IRA website www.wsra.org

Attend IRA Convention

Council reimbursement claims for Newsletter sent by **June 10** to your Zone Coordinator

Council reimbursement claims for Mileage sent by **June 10** to your Zone Coordinator

This year's President passes on the Local Council red flash drive, the crate, etc. to next year's President and this year's President-elect/Vice President passes on any materials to next year's President-elect/Vice President so they will have those materials to bring to the zone meeting in **June/July**.

Start to plan programs for the coming year

Include a WSRA sponsored speaker for one of your programs next year. Check WSRA Speakers' Bureau choices in Zone Coordinator's binder or on WSRA website, contact speaker, complete checklist/form requesting speaker and send it to the IRA State Coordinator.

Update council website.