



Preparing for the Future: Committee Charges 2012-13

Four major themes from our Strategic Plan:

- Development of leadership at the chapter, regional, and national levels;
- Integration of various levels of the Society (chapter-region-national; NEHS, Alumni Epsilon, Sigma Tau Delta chapters, and our sister society, Sigma Kappa Delta);
- Creation of a technological base with the flexibility to meet the needs of various programs;
- Planning for the long-term stability of the Society

General Initiatives/Foci: Building on our Strengths

We continue to work on the expansion and integration of a number of new programs (NEHS, the Alumni Epsilon Chapter, new internships, our Better World Books service project, new scholarships, and a rapidly growing convention). As a result, the Society has a number of exciting opportunities to explore in the next few years, but also some growing pains. To continue to develop and expand our programs at this point requires devoting some special attention to providing an adequate infrastructure: mechanisms to develop leadership, to integrate programs and facilitate their administration, and to provide long-term stability.

Each committee focus has an associated deadline, usually referring to a Board meeting (Fall 2012, then, means the Fall 2012 Board meeting). Please plan to include information on your progress on these foci in your reports to the Board.

A quick word about Non-Board committee volunteers: each of these committee members is a potential Board member. Communicate with them. Give all members of your committee real decision-making powers. Encourage them. Nurture them. Watch for the ones with that special something. Look for ways to move them along to the next level of involvement. We need them.

The President is an ex officio member of every committee. Please remember to include her in your emails to your committees.

Action Plan: Charges to the Committees

General Charges:

- To work throughout the year on foci to better manage the work at hand
- To improve committee communication and involvement in committee work
- To actively involve non-Board members, where applicable, in the business of the committee
- To find ways to identify and develop promising committee members who could become future Board members.

(1) Alumni/International

Charge

To represent alumni interests and the expansion of the role alumni play in the Society; to continue to develop the Alumni Epsilon Chapter; to establish contact with and encourage the development of international chapters.

Focus	Deadline
Work with Strategic Planning Committee to develop Constitutional language that more clearly delineates alumni and graduate student rights	Fall 2012
Work with Convention Committee and Chair of 2013 Convention to set up alumni focus group at the Convention	Fall 2012
Survey of Alumni to facilitate creation of a database of specific needs and interests of alumni members	Fall 2012
Creation of a database of specific needs and interests of alumni member along with a plan for regular updating	Spring 2013
Develop an online manual for the Alumni Representative and Associate Alumni Representative	Spring 2013
Explore possible mechanisms for alumni publication (an alumni blog or e-zine, perhaps)	Spring 2013

(2) Convention

Charge

To plan, coordinate, and publicize the annual international convention; to make recommendations about site selection, budget, speakers, registration fees, common reader, awards, and any other matters related to the convention; to nominate convention speakers for honorary membership in the Society.

Focus	Deadline
Make recommendations for adjustments as needed to EBMS online submission system	Fall 2012
Review post criteria for evaluating entries in individual categories	Fall 2012
Continue to develop a set of guidelines for convention planning and implementation: task responsibilities and timetables, budget guidelines (especially for speakers' fees and expenses), and a template for scheduling convention activities	Spring 2013
Continue to work with NEHS to develop the NEHS Convention Speaker program	Spring 2013
Continue to develop a convention strand devoted to panels, workshops, and speakers focusing on career options available to students graduating with degrees in English and related disciplines, especially English Education	Spring 2013
Develop a process for selection of Convention Common Reader for future Conventions	Spring 2013
Develop strategies to increase participation in the common reader program	Fall 2012
Cooperate with SKD to create convention sessions and activities appropriate to their needs and interests	Spring 2013
Work with Website Facilitator to develop app for use by convention attendees	Spring 2013

(3) Print/Electronic Communications

Charge

To review and evaluate policies and procedures pertaining to all Society publications in both print and electronic forms; to oversee the website and to explore options for coordinating communications both in hardcopy and online; to review policies and procedures pertaining to *The Sigma Tau Delta Rectangle* and *The Sigma Tau Delta Review* writing awards; to accept applications for and recommend winners of the annual Literary Arts Journal competition; to evaluate applications for individual and chapter website and blog awards.

Focus	Deadline
Review material on website on how to promote one's chapter's activities and accomplishments (for instance, how to write a press release) and update as needed	Fall 2012
Use various Society media to expand awareness among Sponsors and members that non-English majors are eligible for membership	Fall 2012
Continue to work with the Director of Communication and Chapter Development and the Website Facilitator to review the organization of and content posted on the Society website	Fall 2012
Continue to review procedures for evaluating award applications	Fall 2012
Evaluate use of current deadlines as they relate to judging ongoing blogs	Fall 2012
Include more discipline-specific content in Society publications and/or on the website	Spring 2013
Evaluate current publications and policies, including the costs and potential benefits/drawbacks of electronic publication; the possibilities of increasing acceptance rates in the journals	Spring 2013
Investigate ways to improve communication with membership and make proposals to Board if needed	Spring 2013
Develop process for producing eNews feature articles	Spring 2013

(4) Executive

Charge

To exercise all executive powers of the Society excepting any specifically retained by the full Board in official sessions.

Focus	Deadline
Work with other committees, as appropriate, to review the Society's organizational structure and operational policies and procedures	Spring 2013
Nominate a candidate to receive the Delta Award	Fall 2012
Work with Central Office and Regents Committee to develop an early-contact program with freshmen and sophomores	Spring 2013
Work with Sigma Kappa Delta and NEHS to develop strategies to ease the transition of members between organizations	Spring 2013
Develop yearly calendar of tasks for various offices (as appropriate)	Spring 2013
Develop Committee Chair duties and responsibilities guide	Spring 2013
Discuss the best committee placement for a permanent Leadership Development strand in committee structure	Fall 2012
Develop and publish a realistic description of what Board members are expected to do, how they and the Society benefit from their service, how the CO can offer support	Fall 2012
Develop a new and ongoing board member education plan/process	Spring 2013
Develop English Education special interest group ad-hoc committee	Fall 2012

(5) Finance

Charge

To oversee development of the Society's annual budget; to oversee disposition and investment of Society funds, with an emphasis on preservation of capital; to advise on the desirability and/or feasibility of additional expenditures.

Focus	Deadline
Continue development of a long-range financial plan that allows the Society to plan toward its future needs (administrative staffing and possibly office space changes) and its desire to expand certain areas of its services to members (such as scholarships and internships)	Spring 2013
Review and report on the yearly NEHS financial contribution percentage in the Society's Wells Fargo portfolio	Spring 2013

(6) Nominating

Charge

To review elections policy and procedures; to recommend any changes for elections to be held at the next convention; to develop a publicity plan; to recruit candidates and implement elections.

Focus	Deadline
Identify candidates and solicit applications for open positions: Student Adviser, Far West Regent	Spring 2013
Invite potential Board members to committee/Board meetings and the Sponsor reception	Spring 2013
Discuss development of focus group or other activity at the Convention to provide information for future board members	Fall 2012
Work with appropriate Committees to identify candidates for future Board positions	Fall 2012

(7) Partnership Initiatives

Charge

To explore possibilities for Society partnerships with organizations, foundations, and businesses; to make recommendations about partnerships to the Board.

Focus	Deadline
Review procedures for the selection of candidates for the Penguin and Better World Books internships and develop new procedures as needed, including a timeline, criteria, and procedures for collecting and judging applications and for notifying applicants of results	Fall 2012
Explore possibilities for internship awards to individual students at the chapter level	Spring 2013
Continue discussion of creation with NEHS and SKD partnerships with professional organizations committed to the protection of intellectual freedom and students' First Amendment rights (e.g., NCTE's Standing Committee Against Censorship; ALA's Office of Intellectual Freedom; ACLU, etc.)	Spring 2013
Discuss creation with NEHS and SKD partnerships with organizations committed to literacy (e.g. Jumpstart Read for the Record, World Book Night)	
Continue to discuss creation of grant funding to support a traveling speaker series	Spring 2013

(8) Regents

Charge

To work for the development and promotion of the Society within each region in the various ways listed in the Constitution.

Focus	Deadline
Develop Regent job description and guide to responsibilities, including yearly timeline	Spring 2013
Work with Service Committee and Student Leadership Committee to promote collaborative service projects and workshops within region	Spring 2013
Develop for Sponsors an online handbook, including a web-based resource of answers to commonly asked questions, such as how to identify potential members, officially enroll new members, organize activities, etc.	Fall 2012
Continue to review and discuss publicity, marketing, application procedures, and numbers of applications for Outstanding Chapter Award	Fall 2012
Explore feasibility of “Go to Meeting” or similar support system for electronic regional chapter sponsor meetings	Fall 2012
Develop Focus of the Month emails, including list of topics, process for producing and disseminating	Fall 2012
Work with Convention Chair and Convention Committee to plan luncheon and workshops for Faculty Sponsors at convention	Spring 2013
Work with President to identify potential committee and Board members in regions	Spring 2013

(9) Scholarships and Academic Awards

Charge

To recommend application requirements, selection standards, and objective evaluation methods for the annual scholarship competition; to recommend scholarship recipients and identify runners-up; to post the winning scholarship application essays at the annual convention.

Focus	Deadline
Assess effectiveness of STARS online submission process and suggest revisions for future	Spring 2013
Review judging process and make changes as needed	Fall 2012
Review amounts and types of scholarships and make recommendations as needed	Spring 2013
Evaluate formal rubrics for judging and revise as needed	Fall 2012
Consider the viability of the Summer Program Scholarships	Spring 2013

(10) Service

Charge

To encourage and publicize service activities of chapters, particularly those dealing with literacy, broadly defined; to work toward an acceptance of such service as a major component of the Sigma Tau Delta experience; to work with the Convention Chair to organize one or more panels on service at the annual convention.

Focus	Deadline
Continue to review and discuss more effective means of promoting, publicizing and marketing the Student Leadership Awards, Project Grants, and Service Award	Fall 2012
Working with the AAR and Alumni/International Committee, complete development of the Alumni Epsilon Literacy Grant	Spring 2013
Continue to develop relationship with Better World Books and to investigate other potential national service projects	Spring 2013
Plan in conjunction with the Convention Committee panels on service opportunities and issues (e.g., chapter service projects; post-graduation service opportunities like Teach for America, City Year, the Peace Corps; intellectual freedom/banned books programs)	Spring 2013
Give greater presence on the website and in the newsletter to service projects, including not only chapter service projects but also individual service by alumni and student members;	Spring 2013
Develop Advertising English project based on materials developed at Slippery Rock	Fall 2012

(11) Strategic Planning

Charge

To evaluate existing Society programs and organization; to research new programs; to recommend constitutional revisions to the Board; to facilitate, upon Board approval, the implementation of committee recommendations.

Focus	Deadline
Propose needed adjustments in Constitutional language, especially regarding NEHS and alumni and graduate members	Fall 2012
In conjunction with the Executive Committee, discuss the development of a permanent committee strand for leadership development	Fall 2012
In conjunction with the Finance Committee, continue development of a long-range financial plan for the achievement of Society objectives	Spring 2013
Review and update the Strategic Plan	Spring 2013

(12) Student Leadership

Charge

To provide the students' voice within the Society; to promote and encourage local chapter activities; to develop regional and national communications networks; to encourage participation in state, regional, and international conferences; to advise the Board and Central Office on methods to recruit and re-activate local chapters; to recommend winners of the outstanding sponsor awards.

Focus	Deadline
Continue to develop and evaluate the effectiveness of the various social media interfaces including Wordy By Nature, FaceBook	Spring 2013
Explore new methods of encouraging communication among local chapters and between local chapters and student representatives	Spring 2013
Work with the Regents Committee and Service Committee to promote collaborative service projects and workshops within region	Spring 2013
Continue to plan and implement the leadership workshop and partnership with Better World Books	Spring 2013