

Executive Committee Meeting Minutes

March 19, 2013

Attending: Sarah Dangelantonio, Sid Watson, Gloria Hochstein, Shannin Schroeder, Carrie Fitzpatrick, Karlyn Crowley, Dave Wendelin, William Johnson

- 1. Discuss progress on developing and publishing 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: – for your position either as a Board member or committee chair, have you created your timeline of duties or listed your responsibilities? If not, please do so and send me a copy or bring one to the board meeting.**

Board Positions need to be clearly defined include roles/responsibilities, especially what the VP and IPP are to do, maybe with specific task assigned/specific committee chairing responsibilities; for instance it makes sense for VP to chair strategic planning; what the various positions are responsible for reviewing, too, for instance who is best positioned to review the strategic plan? Who should review the long term plan and when? There also needs to be a formalized process to follow if someone doesn't do their job; all timeline of activities; other suggestions were to make the acceptance of the job/job description function like a contract

- 2. Board Member Guide: what sort of information needs to be included in Board Member guide? What sort of mentoring would have been useful for you? What sort of education/mentoring should we provide?**

Mentoring is not currently part of our formalized practices and it should be; the President should work to have overlap on chairs of committees (so new chair can take advantage of outgoing chair's experience); it may be appropriate for the IPP position to do some of that mentoring; we need to determine who mentors whom and when – what would the calendar look like? Who would initiate the mentoring?

- 3. English Education special interest group ad-hoc committee: who do we involve and what do we want the ad-hoc committee to accomplish?**

Moving forward with the ad hoc committee for the strand on English Education seems to be a good idea; who should be part of this committee? Who should chair it? Sarah will take on chair position for now, and Dave will be part of the committee – non board membership is important and perhaps the Friday morning panel participants (EN ED group) would be a good place to look for membership. What is this committee to accomplish? To some extent they will set their own agenda, but the primary question is how can Sigma Tau Delta better serve its English Education focused members, particularly with regard to the convention, NEHS, the Somerville Award and mentoring for the profession.

- 4. How can we best handle situations where Board Members become unresponsive to Central Office and/or Committee requests?**

Try working with personnel issues at the lowest level – if it's an Exec position, then the Exec Committee or Committee Chair; if it's a Regent, the Regents Committee Chair, etc. and then move up the chain as needed; this process needs to be put into writing and made available to all members

- 5. Discuss current committee situation, asking the following questions: do we have the committees we need? Do we need different committees? Is the work of any Committee actually being done in the CO? Is it time to consider whether current committees are necessary or if some reworking is needed? Yes.**

- Print and Electronic Committee may be obsolete and it may be time to dissolve it since much of its work is now handled in the CO with the committee only being asked to approve of decisions. If the committee were to dissolve, who would take on the award work for the literary journals and the blog/website awards? Perhaps Service Committee, as the Scholarship and Awards Committee is with the current Electronic Committee Chair is probably needed, though two past

committee chairs (Sarah and Carrie) are on Executive Committee now and are present and weighing with their past experiences coming into the discussion

- Alumni/International may not be needed depending on what becomes of the AR, AAR positions; very little is done regarding the International side of things and it may be that we no longer need a standing committee for Alumni issues, though the scholarships and awards that are judged by this committee would still need to be handled somewhere
- Partnership Initiatives – perhaps the work of this committee might become part of Strategic Planning and Strategic Planning could break down during meeting time into smaller work groups for specific issues
- Strategic Planning – needs to continue but may be expanded if other committees are dissolved
- New Committee? Perhaps Chapter Programming and Development at the Chapter Level – how to get those chapters that don't come to convention interested in attending; may want to get the Regents involved with this decision about whether a committee would be the best way to attend to this, if it's a concern beyond the Exec.
- Finance Committee – move the work of this committee into that of the Executive Committee; restructure meeting schedule so Executive has two hours to meet; work of Finance could become a strand or break-out in the Executive Committee. Perhaps this would also allow the Regents to meet for a full two hours as well

Further discussion of committees will happen via updates/go to meeting over the next few months

6. Committee Chair duties and responsibilities guide – for your position either as a Board member or committee, send Chair a copy. Reminders will be sent out so this work can move forward.

7. Other/New Business:

- Suggestion to be made that all committee minutes be posted as an appendix to the Board Minutes
- Suggestion that the Board Meeting agenda include an item of interest to the Student members to allow them a space to talk and discuss with the board in a facilitated conversation format so they don't just sit through the meeting; may be a better way to use the brain power in the room – look to strategic plan or long-term plan for an appropriate issue