

Language and Literacy Researchers of Canada

2011-12

Working Document: Roles and Responsibilities

The following document offers an overview of roles and responsibilities as they are articulated in our constitution, or drafted from experience. It was proposed that we use this simply as a working document in order to provide members who are new, or new to their position some guidelines around their role. After working with this document in 2009-10, we have clarified some roles, and added an additional one as a result of the discussion at the 2010 AGM.

EXECUTIVE

President:

1. Preside at meetings for the Executive Committee and the group itself;
2. Exercise general direction over the activities of the group;
3. Represent the members before other organizations;
4. Be an ex-officio member of all committees of the group;
5. Arrange Annual General Meeting (agenda, elections, refreshments)
6. Be a member of the Executive of the Canadian Association of Curriculum Studies;
 1. Liaise with CACS
 1. LLRC CSSE program needs;
 2. Graduate Research Award;
 3. AGM presentations and celebrations
7. Act as Treasurer: be responsible for the custody and maintenance of the dues and financial records for the group;
8. Communicate with the membership;
9. ensure democratic and timely process is in place (re: call for proposals, blind review process, communication of acceptances);

1st Vice President:

1. Assist the president in the performance of his/her duties;
2. Assume the duties of president in the absence, incapacity or resignation of the president;
3. 2nd signature for financial;
4. Attend and participate in organization and planning meeting for CACS CSSE program;
5. Ensure promotion of LLRC activities within the Language and Literacy Research community;
6. Organizes the annual LLRC Dinner (location, menu and communication),
7. Actively pursues and updates membership lists and information independent of those collected for the conference.

2nd Vice President:

1. Serves as CSSE Program Chair

1. Meet the deadlines set by CACS for communicating with membership;
2. Accessing the online membership list (paid members) to maintain an up-to-date mailing list of paid members.
3. Secure names of potential reviewers (get list from previous 2nd VP, and work to build on potential reviewers who join the membership list or from past membership lists...)
4. Communicate success (or lack of success) of proposals submitted to LLRC
5. Organize program sessions, secure Chair/Discussants for sessions.

Past President:

1. provides 'institutional memory' for the committee;
2. offers advice and support to the executive.

Secretary:

1. Records attendance, minutes and election results at AGM;
2. Forwards completed minutes to executive for review prior to posting on the LLRC website, within one month of the LLRC AGM.

Graduate Student Chair:

1. Liaise with graduate students in Language and Literacy across the country;
2. Participate in the organization to offer a graduate student perspective, and learn about the nature and work of the organization;
3. Promote LLRC activities, dissemination of communication materials etc.

STANDING COMMITTEES

Liaison: French Community:

- a. Liaise with French scholars working in Language and Literacy across the country;
- b. Assist with the translation of LLRC materials into French in order to offer improved access to and engagement with LLRC activities.

Pre-CSSE Conference Program Chair:

1. Preconference:

- Build committee to support the work;
- Contact members at host site or in host city early in the process;
- Develop a call, suggest potential keynote speaker(s) (*to be reviewed and approved by LLRC executive: Note, normally, we do not pay costs associated with keynote*)
- Issue a call by October;
- Generate a poster and advertise the call
- Gather the proposals, send out for blind review by January;
- Communicate with members re: acceptance by: February.
- Organize the site:
 - Assign/Confirm Chair/Discussant for each session
 - Select Rooms and know size, layout, furniture needs;

Ensure Technological needs and access will be looked after;
Establish process for registration for PreCon (track who has submitted, who has paid, who has been issued a receipt)
Nutrition breaks and lunch
Prepare 'Program Evaluation' for the end of the day
Liaise with the invited keynote;
Ensure costs are within our budget;
Organize Introduction and thanks of Keynote Speaker
Organize appropriate thank you card with donation to charity on behalf of LLRC

Publications Committee:

1. Establishes a working group to continue to update and disseminate position statement;
2. First invited to serve as 'Guest Editor' of special issue for *Language & Literacy: A Canadian eJournal* as an outcome from the previous Pre-CSSE conference.
 1. Issue call for papers to attendees/presenters at Pre-CSSE conference;
 2. Organize reviewers to conduct a blind review;
 3. Liaise with the L&L Editors;
 4. Communicate with all who submit in a timely fashion to ensure publication deadlines are met.

Masters Research Award

1. Advertise the call (English and French version, posted to the website and circulated to members) for submissions well in advance of the conference; (have submissions come in prior to Dec 15, reviews to take place in Jan)
2. Secure reviewers for the manuscripts submitted;
3. Communicate the successful applicant to the LLRC exec;
4. Liaise with the president to communicate the results of the award to the applicants;
5. Liaise with the president to ensure that the applicant is available to present at CACS AGM and receive award;
6. Organize plaque, cheque and card;
7. Present the award to the successful candidate on behalf of LLRC.

For more information, see the LLRC Constitution

<http://www.csse.ca/CACS/LLRC/docs/LLRCConstitution2005.pdf>