



Chairpersons
Board of Directors, Charles County Literacy Council (CCLC)
Position Descriptions

Chairpersons are appointed by the President of the Board of Directors, and include, but are not limited to: *Newsletter Chairperson, Compensation and Performance Evaluation Chairperson, Workshop Chairperson, Publicity Chairperson, Grants Chairperson, Fundraising Chairperson, Assessment Chairperson and Recruitment Chairperson.* Chairpersons are members of the Board of Directors and are required to attend monthly Board meetings, unless the absence is approved by the President. Chairpersons are volunteer positions.

Committee Chairs shall serve one-year terms running from January 1 through December 31. An annual review of Committee Chairs will be performed by the Executive Committee before the end of each calendar year.

Chairpersons and duties are as follows:

1. Newsletter
 - a. Working with a committee of two or more, is responsible for writing, assembling, editing, publishing, and distributing a semi-annual (or more frequent) newsletter, as appropriate.
2. Performance Evaluation
 - b. Working with the Board of Directors Executive Committee, monitors and evaluates the Program Coordinator and any other paid personnel, initiating an annual review and recommending salary action.
3. Workshop
 - a. Working with a committee of two or more, is responsible for arranging and conducting semi-annual, nine-hour Tutor Training Workshops. Tasks include:
 - i. Propose and confirm dates for the next workshop, arranging availability of space with the Lifelong Learning Center well in advance, usually as soon as one workshop has been completed.
 - ii. Work with the Program Coordinator, Publicity, and Newsletter Chairpersons to recruit future tutors via mass mailings to community centers and local churches, newspaper announcements, and notification of all active and inactive tutors.
 - iii. Begin preparation at least two and one-half months in advance, constructing the syllabus and time schedule, contacting speakers via email or phone, developing and distributing flyers, and updating registration and evaluation forms.
 - iv. Recruit speakers to present training for the various sections that are presented at the Workshop. Speakers should be solidly confirmed at least one month in advance, and should be encouraged to make requests for handouts, scripts, A/V equipment at the time they are confirmed.
 - v. Work with the Program Coordinator to assemble the Tutor Training binders and other training materials.
 - vi. Recruit and appoint a volunteer hospitality coordinator to purchase and serve food and soft drinks during the break for each evening's dinner
 - vii. Set up and take down the classroom at each session. Arrive at the Lifelong Learning Center one hour before each Workshop session begins to set up and resolve any last minute problems. Arrange help to clean up after each evening's training session.
 - viii. Other tasks as required.
4. Website chairperson

- a. Working with the Program Coordinator, oversees the website ensuring maintenance and content are current and appropriate.
5. Publicity and Outreach
- a. Working with a committee of two or more, searches for new ways to keep the Council in the public eye, including but not limited to Public Service Announcements in the electronic media, Press Releases to Newspapers and other publishing media.
 - b. Prepares and distributes flyers and promotional materials for the Council and Council events.
 - c. Prepares and submits articles about Council events and functions to local press.
6. Grants and Fundraising
- a. Working with the Vice President and a committee of two or more, searches for grant application opportunities, Prepares grant applications for approval by the Executive Committee
 - b. Searches for fundraising opportunities, i.e. local restaurants, retail establishments.
7. Student Assessments
- a. Appoints and trains assessors according to the Laubach Way to Reading (LWR) system, as required, retaining at least two active assessors at all times.
 - b. Maintains records concerning potential students, assessments and recommendations by assessors.
 - c. Interviews and assesses potential students according to LWR.