

# **SASKATCHEWAN READING COUNCIL PROCEDURES**

## **A. Finance**

### **1. Local Council Grants**

At the Fall executive meeting, local councils will receive their yearly SRC grant based upon the presentation of a proposed budget for the upcoming year, a program plan, a reviewed financial statement from the previous year, confirmation of 10 current IRA members which includes officers on the local council executive, and confirmation that all local council executive are SRC members in good standing. The amount of the grant will be determined by a yearly formula set by the Executive.

### **2. Regular Meetings/Annual Meeting**

Expenses will be paid to executive officers from out of town. Members may not claim expenses for meals that are provided during the meeting day.

The exception being that the local councils of Kewatin Nene and South East will be given expenses for two nights, if it is necessary (after 4 p.m. or 5 or more hours to drive.) because of the distance required to travel to the meetings. Local councils are encouraged to bring members of their local executive to the meetings in accordance with the expense guidelines of one vehicle and one hotel room per local council

Actual and reasonable childcare expenses to enable officers to attend SRC meetings will be paid upon application and approval of the Executive.

### **3. Annual Provincial Reading Conference**

The SRC will not pay any conference related expenses or fees associated with attending the conference. Annual meeting expenses will be paid in accordance with the guidelines above. SRC Executive members who are actively involved in the conference will have their conference registration fee waived by the conference committee.

### **4. Canadian Conference**

The amount of \$1500 is available for SRC members to attend Canadian conference to be determined when budget is proposed.

**Guidelines:** The provincial executive will select SRC members to attend Canadian conferences. Preference shall be given to executive board members. Access to SRC funding will be monitored to ensure that all executive members have the chance to attend professional development opportunities. Apply in writing before Oct. 31<sup>st</sup>.

**Order of preference to be:**

- Other executive board members including local council presidents.
- Preference will be given to an executive board member.
- Preference will be given to those not previously funded.

The funding received is to cover air and ground transportation, meals (according to our provincial guidelines of \$25/day), and one hotel room. If council members choose to stay in different rooms, each member will receive on half of the expenses of the more expensive room. The provincial council will not cover gratuities. A conference expense form must be completed and submitted with applicable receipts at the next executive meeting. Money that was not use must be returned at this time.

**Expectations:**

1. Report on daily sessions at the next SRC Meeting.\*
  2. Write an article for the next issue of Query.\*
- (Article should reflect writer's perspective on any aspect of teaching/learning. It should not be a report of what you did.)

## **5. Annual IRA Conference**

The amount will be provided in advance to two SRC members attending IRA conferences. (Amount will be determined annually.)

**Guidelines:** The provincial executive will select SRC members to attend the IRA conferences. Preference shall be given to executive board members. Access to SRC funding will be monitored to ensure that all executive members have the chance to attend professional development opportunities. Apply in writing before January 15. If more than one application is received the funding may be split at the agreement of the applicants. Members may only access one SRC fund per conference.

**Order of preference to be:**

- IRA Coordinator in first term of office
- Conference Chairs
- Other executive board members including local council presidents
- Preference will be given to an executive board member.
- Preference will be given to those not previously funded.

The funding received is to cover air and ground transportation, meals (according to our provincial guidelines of \$24/day), and one hotel room. If council members choose to stay in different rooms, each member will receive one half of the expenses of the more expensive room. The provincial council will not cover gratuities. A conference expense form must be

completed and submitted with applicable receipts at the next executive meeting. Money that was not used must be returned at this time.

**Expectations:**

1. **Attend IRA delegates' assembly if eligible.**
2. **Report on daily sessions at the next SRC meeting\***
3. **Write an article for the Fall issue of Query. \***  
(Article should reflect writer's perspective on any aspect of teaching/learning. It should not be a report of what you did.)

## **6. Officer Training**

The IRA trains most officers at their regional conference. The SRC shall attempt to send the maximum number of people allowed to STF and IRA training events.

## **7. Discretionary Funds**

The budget of the SRC should include a small amount (possibly \$100.00) for discretionary use of both the president and the director of membership development. Other funds for these positions will be outlined in the budget.

## **8. Special Subject Councils Meeting at STF**

The president, vice-president, membership and one other delegate should attend this meeting. An effort should be made to send delegates to specific sessions that are relevant to their roles.

## **B. Other Procedures**

1. Secretary minutes need to be forwarded to SRC executive, STF Liaison and a combined copy of all the minutes for the past year to the President's binder.
2. Hard copy and computer disc containing the information for the Handbook needs to be forwarded to the incoming President prior to Leadership and Fall meeting.
3. President's binder should be kept up to date and forwarded to the incoming President prior to Leadership and the Fall Meeting.
4. The Secretary maintains the Professional Development Library. It should be brought to Fall Leadership so that it can be kept current each year.

5. The Communication Director is in charge of the Archives, maintain the poster boards and a supply of posters (50 - 100).

7. Website updates will be the responsibility of our Webmaster and the Communication Director or designate.

8. Honorariums for Executive positions will be paid at the Annual General Meeting in the Spring.

9. The Treasurer and Membership Director will renew all SRC board members IRA memberships in the Fall so that they are current for the term of their office.

10. Renewal notices will be sent in Sept. to all current and expired members for our Fall Membership Drive. A February renewal will be sent until all members are on our new renewal date of October 1<sup>st</sup>

### **C. Other Executive Duties not outlined in Constitution**

#### **President:**

1. Hard copy and computer disc containing the information for the handbook needs to be forwarded to the incoming President prior to Leadership and Fall meeting.
2. President's binder should be kept up to date and forwarded to the incoming president prior to Leadership and Fall meeting.

#### **Vice President:**

1. University Liaison-student chapters-scholarship

#### **Secretary:**

1. Secretary minutes need to be forwarded to SRC executive, STF liaison and a combined copy of all the minutes for the past year to the President's binder.
2. The Secretary maintains the Professional Development Library. It should be brought to Fall Leadership so that it can be kept current each year. The list will be posted on our website, with updates of new resources in the Query.
3. Website updates will be the responsibility of our Webmaster and the Secretary.
4. The secretary is in charge of updating the executive list and calendar of events.

#### **Treasurer:**

1. The Treasurer and Membership director will renew all SRC board members IRA memberships in the Fall so that they are current for their term of office.
2. Honorariums for Executive positions will be paid at the Annual General Meeting.

**Membership Director:**

1. The Treasurer and Membership director will renew all SRC board members IRA memberships in the Fall so that they are current for their term of office.
2. Renewal notices will be sent in Sept. to all current and expired members for our fall membership drive.
3. The membership director is in charge of registration for our annual conference.

**Communications Director:**

1. The Communications Director is in charge of the Archives.
2. The Communications Director will maintain the Poster Boards, and a supply of posters. (50-100)
3. The Communication Director will develop and maintain 2 Saskatchewan feature boxes (one for the north and one for the south) for representatives to take to conferences.

**Conference Planners:**

1. Conference planners will forward all conference information directly to the webmaster.

**Query Editor:**

1. The Query Editor will contact the conference speakers and get articles for submission.

**Local Presidents:**

1. Forward local council news and activities to the secretary for our webpage.

**Policy on Local Councils Applying for Emergent Funding****Criteria**

- The project must enhance or further the objectives of the SRC
- The project must be emergent in nature
- The project must be endorsed by a majority vote of Executive of applying local council
- The applying council must be willing to submit a written guideline of the event for the possible use of other councils
- Applications should be made only if local council funds are not sufficient to carry out the project

**Guidelines:**

- a) Submit a written proposal to the President of the SRC Executive before starting the project. The proposal must clearly outline the project itself, how the project meets the objectives of the SRC, and why funding support is necessary. A proposed budget must be included, as well as a proposal regarding evaluation of the project.
- b) A written proposal must be in the hands of the SRC President approximately one month before the commencement date of the project
- c) The Executive Board may give approval for amounts under \$200. If the local council disagrees with the decision of the Executive Board, they may request that their proposal be placed and presented for the decision from the entire SRC Executive.
- d) b) Amounts over \$200 will be decided upon by the entire SRC Executive. A special meeting and vote must be made by the total SRC Executive. This be accomplished by phone calls, mailing, and/or meetings.
- e) A summary or report at the completion of the project must be made available to the SRC president