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## **Arkansas Retired Teachers Association**

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**[www.artanow.com](http://www.artanow.com)**

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## **Guidelines for Area Leadership**

- **Area Leadership Councils**
- **Area Board Members**
- **Area Directors**
- **Associate Directors**



Feb 2021

Arkansas Retired Teachers Association

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**CHECKLIST for LOCAL AREA COUNCILS**

The Guidelines for Area Leadership were developed for use by Area Leadership Councils, including Area Board Members, Area Directors, Associate Directors, and other area officers. They are based on the *Constitution of the Arkansas Retired Teachers Association* and on best practices identified by the ARTA Board of Directors.

For more information, contact the ARTA state office:

501-375-2958 or 888-929-0955

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- Local Area Council is in place for the current year \_\_\_\_\_
- Area Personnel Report submitted to ARTA \_\_\_\_\_
- Area Personnel Report made available to Area Local Units \_\_\_\_\_
- Area Financial Report submitted to ARTA \_\_\_\_\_
- Area Financial Report made available to Area Local Units \_\_\_\_\_
- Nominating Committee appointed for the next year \_\_\_\_\_
- Area Local Units have submitted annual reports to ARTA \_\_\_\_\_
- Inactive or less-active Local Units have been identified \_\_\_\_\_
- Area Local Units have submitted yearbooks to ARTA \_\_\_\_\_
- Area Local Units have submitted yearbooks to the ALC \_\_\_\_\_
- Participation planned for Annual ARTA State Convention \_\_\_\_\_
  
- Annual Planning/Goalsetting Meeting \_\_\_\_\_
  - \_\_\_\_\_ Membership Campaign
  - \_\_\_\_\_ Leadership/Training needs
  - \_\_\_\_\_ Legislative/Advocacy Plan
  - \_\_\_\_\_ Activation plan for inactive/less-active local units
  - \_\_\_\_\_ Social activities
  - \_\_\_\_\_ Joint community service projects
  - \_\_\_\_\_ Individual Achievement Awards
  - \_\_\_\_\_ Partnership/Coordination with other organizations
  - \_\_\_\_\_ Area Conference date/location/planning meeting
  
- Area Conference \_\_\_\_\_
- Officers elected \_\_\_\_\_

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## ASSOCIATE DIRECTORS (Cont.)

6. Assist with other state/area activities as requested.

## SECRETARY/TREASURER

### Duties

1. Attend Area Leadership Council meetings;
2. Take and report minutes at each area meeting;
3. Help prepare area budget for submission to ARTA;
3. Collect and receipt funds;
4. Prepare a Treasurer's report to be given at area meetings.

## ADDITIONAL GUIDELINES

### Reporting Information to and from ARTA

1. Personnel Report—A sheet listing the name, address, phone number and email address of each member of the ALC as described in #1-3 of the ALC Membership section.
2. Financial Report—A detailed accounting of the balance/expenditure of the financial support provided to each area *by ARTA*.
3. ALCs encourage local units to submit annual reports, yearbooks, and calendar/newsletter items to the ARTA office in a timely manner.
4. ALCs share information from ARTA with ALC members, including local units, in a timely manner.

### Annual Area Conferences

1. Held each year in coordination with the ARTA office and other Area Leadership Councils to ensure there is no conflict in scheduling;
2. The location of the meeting should ideally be rotated among the counties within the area.
3. The agenda for the meeting is determined by the ALC with guidance from the ARTA board. At a minimum, it should include reports from ARTA and ATRS, the election of area officers and board members as appropriate, unit and individual recognition, and other area business.

## IDENTIFYING AREA LEADERSHIP:

### Area leaders are representatives of ARTA

1. They should be fully informed of the ARTA president's plans and the activities of the ARTA board.
2. They should be knowledgeable of the contents of all materials sent to local units by ARTA staff and leadership.

### Area leaders are advocates of ARTA

1. They are able to articulate the history/mission of ARTA to others.
2. They promote ARTA membership. They should be familiar with the ARTA membership types/codes and encourage all eligible individuals to join.
3. They participate in the planning and execution of the Annual ARTA State Convention and encourage all members to attend.

### Area leaders are liaisons between ARTA and Local Units

1. They communicate regularly with the local units within their area. They are aware of those counties that are struggling to remain active or that do not have an active local unit.
2. They are knowledgeable of the unique needs and resources available within their area.
3. They share important information from the ARTA staff and leadership with local members in a timely manner.
4. They encourage local units to submit information such as officer lists, annual reports, yearbooks, etc. to the ARTA office in a timely manner.
5. They communicate regularly with the ARTA leadership and staff about local unit activities and concerns in their area.

### Area leaders are a resource for Local Units

1. They provide training and information to local units to assist with their programming, membership or other organizational needs.
  2. They identify and encourage members to take on leadership roles.
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## AREA LEADERSHIP COUNCILS

**ARTA is organized into membership areas. Each area is responsible for establishing an Area Leadership Council (ALC) to serve as a liaison between the local units within the area and the ARTA state office and leadership.**

### ALC Membership

1. One (1) ARTA Area Board Member;
2. Area officers one (1) Area Director, three (3) Associate Directors, Secretary and/or Treasurer;
3. Area representatives to each of ARTA's standing state committees;
4. President of each local RTA unit within the area.

### General Roles & Responsibilities

1. Report area business to the ARTA board and/or office;
2. Provide leadership and support to local units;
3. Communicate with local units on behalf of the ARTA board and/or office as appropriate;
4. Select and publicize recipients of Individual Achievement Awards.

### Constitutional Duties

1. Meet in person at least once each year;
2. Plan and execute an Area Leadership Conference;
3. Conduct the election of area officers and appointment of members to ARTA standing committees;
4. Nominate the ARTA Vice President on a rotation basis;
5. Support the establishment and maintenance of a local unit in each of the counties within the area;
6. Submit articles and items of information to ARTA for publication/distribution;
7. Promote the Annual ARTA State Convention.

## AREA BOARD MEMBER

### Duties

1. Attend ARTA board meetings as scheduled; be prepared to report on area activities;
2. Attend and assist with Annual ARTA State Convention;
3. Attend all area meetings, and local unit meetings when possible;
4. Serve as the liaison between the ARTA Executive Committee and the area leadership;
5. Complete other tasks/roles requested by ARTA or area leadership.

## AREA DIRECTOR

### Duties

1. Attend ARTA board meetings as scheduled;
2. Attend and assist with the Annual ARTA State Convention;
3. Attend assigned local unit meetings;
4. Convene Area Leadership Council meeting(s) to discuss:
  - A. Annual budget;
  - B. Annual activities (area conference, membership drive, etc.);
  - C. Appointment of a Nomination Committee;
  - D. Division of local units among directors;
  - E. Individual Achievement Awards
5. Chair Area Leadership Conference:
  - A. Conduct election of area officers and appointment of representatives to ARTA standing committees;
  - B. Submit Area Personnel Report, Area Financial Report and Individual Achievement Award recipients to the ARTA office by June 15.

## ASSOCIATE DIRECTORS

### Duties

1. Attend all area meetings;
  2. Attend and assist with the Area Leadership Conference;
  3. Attend and assist with the Annual ARTA State Convention;
  4. Attend assigned local unit meetings;
  5. Provide information and support to local units; encourage them to submit information to ALC/ARTA office as appropriate;
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