Children’s Literature Association

Policies and Procedures Manual

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Table of Contents

Association Governance

Elected Officers

Position of President

Position of Vice President/President-Elect

Position of Past President

Position of Secretary

Position of Treasurer

Position of Executive Board Member

President's Council, Executive Committee, and Association Board

President's Council

Executive Committee

Executive Board

Association Management

Position of Association Manager

External Support Services

Nominations, Appointments, and Elections to Association Service Positions

Nominations, Appointments, and Elections: Overview, Timeline, and Procedures

List of Elected Committees

List of Appointed Committees

List of de facto Committees

Administrative Calendar of Events and Deadlines

Administrative Calendar and Deadlines

Administrative Committees - Charges, Composition, and Tasks

Accessibility Committee

Communications Committee

Conference Advisory Committee

Conference Paper Selection Committee

Diversity Committee

Ethics Committee

Finance and Development Committee

Global Committee

Membership Committee

Nominations and Elections Committee (see also: Nominations, Appointments, and Elections)

Ombuds Committee

Awards and Awards Committees - Committee Charges, Awards Criteria, and Annual Tasks

Grants and Awards Coordinator

Carol Gay Award and Award Committee

Anne Devereaux Jordan Award and Award Committee

Astrid Lindgren Memorial Award Nominations and Nominating Committee

Article Award and Award Committee

Book Award and Award Committee

Edited Book Award and Award Committee

Graduate Student Essay Award and Award Committee

Judith Plotz Emerging Scholar Award and Award Committee

Mentoring Award and Award Committee

Phoenix Award and Award Committee

Phoenix Picture Book Award and Award Committee

Grants and Grant Committees - Committee Charges, Grants Criteria, and Annual Tasks

Diversity Research Grant and Grant Committee

Grants Committee (administers the Hannah Beiter Graduate Student Research Grant and the Faculty Research Grant)

- Hannah Beiter Graduate Student Research Grant
- Faculty Research Grant

Vivian Yenika-Agbaw Global Scholarship Grant and Grant Committee

June Cummins Diversity Conference Travel Grant and Grant Committee

MicKenzie Fasteland Conference Accessibility Grant and Grant Committee

Annual Conference - Organization, Calls for Papers, Guaranteed Panels and Events, Funding and Support for Members

Guaranteed Panels and Events

Conference Funding and Support for Members

BIPOC Scholar Conference Award Program

Graduate Student and Contingent Faculty Aid Mutual Aid Program

Association Publications - Website, Newsletter, Journals, and Book Series

Website

ChLA Website

Journals

Children's Literature Association Quarterly

Children's Literature (annual)

Book Series

ChLA Book Series

Modern Language Association Liaison

ChLA/MLA Liaison

Association Policies and Procedures

Policies and Procedures Amendment Practices

Anti-Harassment and Appropriate Conduct

Communications Best Practices

Conflicts of Interest

Electronic Voting

Public Statements

YouTube

Position of President, Children's Literature Association

Definition of Role (from the ChLA Constitution):

The President shall supervise the operations of the Association and perform duties as outlined in the Association's Policies and Procedures Manual.

Voting Status:

The President is a voting member of the Executive Board, a member of the President's Council, and the Chair of the Executive Committee.

Term:

The President is elected for a term of one (1) year, with elections held annually.

Duties:

Committee Membership and Chairpersonship:

The President is a member of the following Committees:

- Finance and Development Committee (President is an advisory member)
- Nominations and Elections Committee

Ongoing Duties:

- Generally, the President acts as chief executive officer and makes executive decisions for the Association. The President maintains regular and frequent contact with the ChLA Business Office and with members of the Board and is responsive to all members and officers who call or write with concerns relevant to the Association.
- With the help of the Association Manager, the President sets the agendas of and presides at Board and general membership meetings, beginning with the "new" Board meeting following acceptance of the office at the general membership meeting.
- With the help of the Association Manager, the Vice President/President-Elect, the Treasurer, and the Conference Chair, the President oversees the Annual Conference process, including reviewing contracts.

- Following the conference, the President writes letters of appreciation to those people involved in the planning of the conference, after consulting with the Conference Chair and the Association Manager.
- The President shall decide by August 15 annually if there will be a mid-year (fall) meeting, depending on the urgency and scope of the concerns of the Association. Scheduling of a mid- year meeting (usually a teleconference) is done by the Association Manager at the request of and in consultation with the President.
- The President prepares updates on the status of the Association and other informational letters to be mailed or sent electronically by the Association Manager to the general membership semiannually and to the Board as needed.
- The President prepares a President's Message for the quarterly ChLA *Newsletter* (when it is in active publication) and reviews and provides final approval of the *Newsletter* prior to publication.
- The President reviews minutes of meetings, Treasurer's reports, and other documents as necessary for accuracy before distribution.
- As necessary, the President negotiates contracts with publishers, with advice from the journal editor (if applicable), ChLA Treasurer, Association Manager, and other ChLA officers.
- The President is listed as a signatory on the ChLA bank accounts and has authorized access to the accounts. The President is able to countersign checks in the absence of the Treasurer.
- Every 7 years, the President, in coordination with the ChLA/MLA Liaison, is responsible for responding to the Modern Language Association's allied member organization review (last completed in 2021).
- Inquiries regarding the Association are made on a continuing basis, and it is the duty of the President to respond to any requests forwarded by the ChLA Business Office and/or refer them to the person in the Association who can better respond.
- The President designates Board assignments in consultation with Board members and outlined in each year's ChLA Board Roster of Committee Liaisons, Conference Organizing, and other Assignments.

- Each outgoing President shall forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Benefits:

- The President receives complimentary lodging during the Annual Conference for up to five (5) nights.
- The President receives complimentary registration to the Annual Conference.

Ongoing Tasks and Responsibilities:

- The President confers with the Association Manager on a regular (weekly) basis to keep up with the business of the Association as it develops.
- The President sends regular (as necessary) updates to the Board regarding the work of the Association, which the Association Manager reviews and then sends via email to the Board on the President's behalf.
- The President develops email messages to the Board regarding action items during the year, which the Association Manager sends via email to the Board on the President's behalf and tracks responses to then be recorded by the Secretary.
- As needed, the President corresponds with Association committee Chairs and members, and responds to requests submitted to the Business Office.
- With the Vice President, Secretary, Treasurer, and Past President, the President serves on the Policies & Procedures (P&P) Revision Team to update ChLA's Living P&P document annually, as needed.

Timeline of Regularly-Occurring Tasks and Responsibilities:

June or at the Annual Conference (when Presidential duties are first assumed)

- Plan the agenda for and conduct the New Board meeting (typically held at lunch on Saturday).
- Work with the outgoing President on matters that will need attention in the forthcoming year.

Post-Conference

- Write thank-you letter(s) to the conference host(s). Follow up on business from the Board meetings as necessary.
- If requested, provide a President's message for a post conference *Newsletter*.
- Review and approve post conference *Newsletter* (pending publication).

Mid-August - Early September

- Establish schedule of at least two Executive Board meetings for the coming year, (typically at least one meeting in the fall/winter and one in the winter/spring).

Late September - Early October

- Review Committee Reports (submitted at the Annual Conference) to identify action items and items for discussion by the Board.
- Work with the Association Manager, President's Council, and members of the Executive Committee to plan agenda for the first Executive Board meeting of the year (Note: this agenda typically includes discussion of the budget for the upcoming year).

Late October - Early November

- Conduct Executive Board meeting
- Work with the Association Manager, President's Council, and Executive Board to follow up on business discussed at the Executive Board meeting

October - November

- Working with the Vice President/President-Elect, appoint needed committee Chairs and members for appointed committees whose terms will expire in June (See: "Presidential Appointments").
- If requested, provide a President's message for a post conference *Newsletter*.
- Review and approve post conference *Newsletter* (pending publication).

November - December

- Work with the Vice President/President-Elect and Nominations and Elections Committee as necessary to develop an election slate to fill Committee positions that will be vacated by outgoing Committee members (See: "Presidential Appointments").

January

- Work with the Association Manager, President's Council, and members of the Executive Committee to plan the agenda for the second Executive Board meeting of the year (Note: if the budget has not yet been approved by electronic vote, this agenda should include a plan to vote to approve the annual budget).
- Work with the Association Manager to write a cover letter to accompany the elections ballot.
- Write President's Message for the quarterly *Newsletter* issue, if the *Newsletter* is in active publication and as requested by the editors.
- Review and approve post conference *Newsletter* (pending publication).

February - March

- Conduct Executive Board meetings.
- Work with the Association Manager, President's Council, and Executive Board to follow up on business discussed at the Executive Board meeting.

April - May (in advance of Annual Conference)

- Work with the Association Manager and President's Council to plan agendas for the full-day (Wednesday) Board meeting at the Annual Conference (the agenda is largely based on spring committee reports).
- Work with the Association Manager and President's Council to plan the agenda for the General Membership Meeting (GMM) at the conference.
- Work with the Association Manager to put together Board packets for the Wednesday meeting.
- Write a brief Presidential Address to deliver at the end the General Membership Meeting.
- Confer with the conference host to determine who will conduct the Awards ceremony at the banquet (either the conference host or the President does this).
- Arrange for appropriate thank-you gifts for the conference host(s).

At the Annual Conference

- Conduct the Wednesday full-day Board meeting.
- Conduct the General Membership Meeting at the Annual Conference.

- Present brief Presidential Address at the end of the General Membership Meeting.
- Meet with committee Chairs or others as necessary to work through Association business.
- Welcome new members at the New Members part of the Welcome Reception on Thursday.
- If agreed on with the conference host, conduct the Awards ceremony at the banquet.

Position of Vice President/President-Elect

Definition of Role (from the ChLA Constitution):

The Vice President/President-Elect shall perform duties as outlined in the Association's Policies and Procedures Manual.

Voting Status:

The Vice President/President-Elect is a voting member of the Executive Board, a member of the Executive Committee, and a member of the President's Council.

Term:

The Vice President/President-Elect is elected for a term of one (1) year, with elections held annually.

Duties:

Committee Membership and Chairpersonship:

The Vice President/President-Elect serves as the Chair of the following Committees:

- Nominations and Elections Committee
- Carol Gay Award Committee

The Vice President/President-Elect is a member of the following Committee:

- Finance and Development Committee

The Vice President/President-Elect is an *ex-officio* member of the following Committee:

- Diversity Committee

Ongoing Duties:

- Serve as an advisor to the President and participate in the President's Council.
- Act in absentia for the President in the event the President is incapacitated for a length of time.
- Chair the Nominations and Elections Committee (See: "Nominations and Elections Committee").
- Oversee the duties of the Carol Gay Award (See: "Carol Gay Award").

- Serve as an *ex officio* member of the Diversity Committee.
- Act as a signatory on the ChLA bank accounts, if necessary. The Vice President/President-Elect has authorized access to the accounts. The Vice President/President-Elect is able to countersign checks in the absence of the Treasurer and President.
- Upon completion of term, forward all relevant files to successor at the time of the annual meeting. Materials older than three years shall be sent to ChLA Business Office for archiving.

Benefits:

- The Vice President/President-Elect receives complimentary registration to the Annual Conference.

Ongoing Tasks and Responsibilities:

- The Vice President/President-Elect confers with the Association Manager and the members of the President's Council on a regular (weekly) basis to keep up with the business of the Association as it develops.
- With the President, Secretary, Treasurer, and Past President, the Vice President serves on the Policies & Procedures (P&P) Revision Team to update ChLA's Living P&P document annually, as needed.

Timeline of Regularly-Occurring Tasks and Responsibilities:

Late September - Early October (following assumption of the role of Vice President/President-Elect)

- Work with the Association Manager, President's Council, and members of the Executive Committee to plan agenda for the first Executive Board meeting of the year (Note: this agenda typically includes discussion of the budget for the upcoming year).

Late October - Early November

- Work with the Association Manager, President's Council, and Executive Board to follow up on business discussed at the Executive Board meeting.

October - December

- Work with the President and the Nominations and Elections Committee to develop an election slate to fill Committee positions that will be vacated by

outgoing Committee members (See: "Presidential Appointments" and "Nominations and Elections Committee").

January

- Work with the Association Manager, President's Council, and members of the Executive Committee to plan agenda for the second Executive Board meeting of the year (Note: if the budget has not yet been approved by electronic vote, this agenda should include a plan to vote to approve the annual budget).

April - May (in advance of Annual Conference)

- Work with the Association Manager and President's Council to assist with the development of the agenda for the full-day (Wednesday) Board meeting at the Annual Conference (the agenda is largely based on spring committee reports).
- Work with the Association Manager and President's Council to assist with the development of the agenda for the New Board meeting at the Annual Conference.

At the Annual Conference

- Conduct the New Board meeting at the Annual Conference.

Position of Past President

Definition of Role (from the ChLA Constitution):

The Past President shall be a non-voting member of the Executive Board, serving in an advisory capacity for one year after their term as President expires.

Voting Status:

The Past President is a non-voting member of the Executive Board, a member of the Executive Committee, and a member of the President's Council.

Term:

The Past President occupies this role for the one year immediately following the expiration of their term as President.

Duties:

Committee Membership and Chairpersonship:

The Past President serves as the Chair of the following Committees:

- Graduate Student Essay Award Commtittee
- Mentoring Award Committee

The Past President is a member of the following Committee:

- Nominations and Elections Committee

Ongoing Duties:

- Serve as an advisor to the President and participate in the President's Council.
- Participate in an advisory capacity during the meetings of the Executive Board (including the fall teleconference, if scheduled).
- Serve as Chair for the Graduate Student Essay competitions (See: "Graduate Student Essay Awards").
- Serve as Chair for the Mentoring Award competition (See: "Mentoring Award").
- Upon completion of term, forward all relevant files to successor at the time of the annual meeting. Materials older than three years shall be sent to ChLA Business Office for archiving.

- Serve as a member of the Nominations and Elections Committee (See: "Nominations and Elections Committee").

Benefits:

- The Past President receives complimentary registration to the Annual Conference.

Ongoing Tasks and Responsibilities:

- With the President, Secretary, Treasurer, and Vice President, the Past President serves on the Policies & Procedures (P&P) Revision Team to update ChLA's Living P&P document annually, as needed.

Timeline of Regularly-Occurring Tasks and Responsibilities:

Late September - Early October (following assumption of the role of Vice President/President-Elect)

- Work with the Association Manager, President's Council, and members of the Executive Committee to plan agenda for the first Executive Board meeting of the year (Note: this agenda typically includes discussion of the budget for the upcoming year).

October - December

- Serve on the Nominations and Elections Committee to support the development of an election slate to fill Committee positions that will be vacated by outgoing Committee members (See: "Nominations and Elections Committee").

January

- Work with the Association Manager, President's Council, and members of the Executive Committee to plan the agenda for the second Executive Board meeting of the year (Note: if the budget has not yet been approved by electronic vote, this agenda should include a plan to vote to approve the annual budget).

April - May (in advance of Annual Conference)

- Work with the Association Manager and President's Council to assist with the development of the agenda for the full-day (Wednesday) Board meeting at the Annual Conference (the agenda is largely based on spring committee reports).

- Work with the Association Manager and President's Council to assist with the development of the agenda for the New Board meeting at the Annual Conference.

Position of Secretary

Definition of Role (from the ChLA Constitution):

The Secretary shall act as recording secretary at the Association's annual membership business meeting and at meetings of the Executive Board and shall perform other duties as outlined in the Association's Policies and Procedures Manual.

Voting Status:

The Secretary is a voting member of the Executive Board and a member of the Executive Committee.

Term:

The Secretary is elected for a term of three (3) years (effective 2028), with elections held every three years.

Duties:

- The Secretary is responsible for taking minutes at the annual Board meeting, the general membership meeting at the conference, and the mid-year Board meeting, if one is scheduled by the President, and for keeping records of email discussions and voting done by the Board between meetings.
- To ensure accurate minutes, the Secretary may request help from the conference organizers and the Association Manager in acquiring and setting up effective recording equipment for the Board meetings.
- Prior to the Annual Conference, the Secretary contacts the Association Manager and arranges for duplication of copies of the minutes of the previous year's general membership meeting to be available for distribution at the current year's general membership business meeting for membership approval.
- Minutes shall be sent out as soon as possible (but not later than six weeks from the end of the Board meetings) to the members of the Board and the ChLA Business Office for use in planning the year's committee work. The Secretary should first send drafts of the minutes to the President and the Association Manager for review, and then should arrange for distribution to the Board with the Association Manager.
- Minutes of the Board meetings sent to the Board for review are called for approval at the next meeting of the Executive Board. Minutes of the General

Membership Meeting (GMM) are posted to the ChLA website with notification sent via email to all members no later than six weeks following the Annual Conference. A reminder to review the online posted GMM minutes is sent via email to all members in May, copies are made available at the following year's GMM and the minutes are called for approval during the meeting. Corrections may be submitted on a separate sheet.

- Following approval of minutes, the Secretary arranges to have a copy placed in the archives. In addition, the Secretary arranges to have a copy of Board reports and other relevant materials placed in the archives. The Association Manager may be asked for help in gathering these materials.
- Each outgoing Secretary shall forward relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Benefits:

- The Secretary receives complimentary registration to the Annual Conference.

Ongoing Tasks and Responsibilities:

- With the President, Vice President, Treasurer, and Past President, the Secretary serves on the Policies & Procedures (P&P) Revision Team to update ChLA's Living P&P document annually, as needed.

- Following the P&P approval vote, the Secretary will accept all approved changes in the Living P&P document and save these as a stable file that includes the date of latest revision. The Secretary will then start a new Living P&P document, to be used to track new proposed revisions.

Position of Treasurer

Definition of Role (from the ChLA Constitution):

The Treasurer shall be responsible for the financial operations of the Association, as described in the Association's Policies and Procedures Manual

Voting Status:

The Treasurer is a voting member of the Executive Board, a member of the Executive Committee, and consults with the Finance and Development Committee (See: "Finance and Development Committee").

Term:

The Treasurer is elected for a term of three (3) years, with elections held every three years.

Duties:

- The Treasurer approves bills for payment submitted by the Association Manager, signs and mails the checks or provides consent to make electronic payments, and approves a monthly "Cash Disbursements" listing to be retained by the ChLA Business Office, along with the supporting documentation provided with the bills.
- The Treasurer reviews and approves the Balance Sheet, Income Statement, and Bank Account Reconciliations quarterly.
- With the Association Manager and Staff Accountant, the Treasurer prepares a preliminary budget assumptions list and budget prior ideally for presentation to the Board no later than the beginning of the next fiscal year (calendar year) for review. The budget should be sent first to the Executive Committee for discussion and possible revisions before it is disseminated to the Board. Then the revised budget should be sent to the Board prior to a scheduled meeting for approval. Adjustments may be necessary during the year such as at the annual meeting or by mail or electronic mail ballot.
- The Treasurer presents the following items for Board review at the annual Board meeting: a report on the current financial position of the Association, CPA's year-end report for the previous fiscal year and IRS 990 tax filing for the previous fiscal year.

- The Treasurer, in consultation with the ChLA President, Association Manager, and other ChLA officers and journal editors as necessary, negotiates or reviews the contracts for the publications of the Association and any contracts for ChLA conferences as needed.
- The Treasurer assures that financial statements and materials for annual review by a certified public accountant are prepared by the Staff Account in consultation with the Association Manager.
- The Treasurer reviews, signs, and directs the Association Manager to advise the Staff Accountant and/or CPA to mail or electronically file form 990 to the IRS by May 15 annually (or by August 15 if an extension is filed).
- The Treasurer has authorized access to the Association's bank accounts and investments (held as certificates of deposit when interest rates are advantageous) and countersigns all checks. The President, Vice President/President-Elect and Association Manager also should be listed as signatories on the bank accounts and have authorized access to the accounts. The President and Vice President/President-Elect are able to countersign checks in the absence of the Treasurer.
- Each outgoing Treasurer shall forward relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Benefits:

- The Treasurer receives complimentary registration to the Annual Conference.

Ongoing Tasks and Responsibilities:

- The Treasurer confers with the Association Manager and/or Staff Accountant on a regular (weekly) basis to keep up with the business of the Association as it develops.
- The Treasurer convenes meetings of the Finance and Development Committee to review monthly reports from the Staff Accountant and contribute to the development of the annual budget (See: "Finance and Development Committee").
- With the President, Vice President, Secretary, and Past President, the Treasurer serves on the Policies & Procedures (P&P) Revision Team to update ChLA's Living P&P document annually, as needed.

Timeline of Regularly-Occurring Tasks and Responsibilities:

Late September - Early October (following assumption of the role of Vice President/President-Elect)

- Work with the Association Manager, President's Council, and members of the Executive Committee to a preliminary budget assumptions list and budget prior ideally for presentation to the Board at the first Executive Board meeting of the year and no later than the beginning of the next fiscal year (calendar year) for review.
- Present the preliminary budget to the Executive Board at its first meeting of the year.

April - May

- Review, sign, and direct the Association Manager to advise the Staff Accountant and/or CPA to mail or electronically file form 990 to the IRS by May 15 annually (or by August 15 if an extension is filed).

At the Annual Conference

- Present documentation and prepare to lead discussion regarding the current financial position of the Association, CPA's year-end report for the previous fiscal year, and IRS 990 tax filing for the previous fiscal year at the all-day (Wednesday) Board meeting at the Annual Conference.

Position of Executive Board Member

Definition of Role (from the ChLA Constitution):

In addition to attendance at meetings of the Executive Board, duties of Board members shall be as defined in the Association's Policies and Procedures Manual.

Voting Status:

Each member of the Executive Board, excepting the Past President, is eligible to vote at Board meetings.

Term:

Each member of the Executive Board is elected for a term of three (3) years.

Duties:

- Executive Board members oversee the work of the Association. As a body, they approve the appointment of Chairs of all ChLA standing (elected) committees and of all members and Chairs of operating (appointed) committees. They may create new operating committees and dissolve existing operating committees to further the work of the Association.
- Executive Board members monitor the financial workings of ChLA. They determine membership dues annually. They may confer honorary life memberships. They consider and approve appropriate fund-raising ventures and recommend new initiatives to further the mission of ChLA.
- Executive Board members work, in consultation with the Publications Advisory Board where appropriate, to oversee the publishing endeavors of ChLA, including the journals and books or other works published by the Association itself, with contracted publishing partnerships (currently JHUP and the University Press of Mississippi), or with other publishers.
- Board members are required to attend the Board meetings at the Annual Conference, to participate in the fall and spring teleconferences, as well as email discussions, and to vote on activities of the Association. The Executive Board shall have the power to ask a Board member who has missed two consecutive meetings to resign from the office.
- At the request of the President, a member of the Executive Board may undertake special projects and/or assume a specific area of responsibility to enhance the

work of ChLA. Examples of such responsibilities include acting as a liaison with those planning conferences, serving on an operating committee, and coordinating the provision of ChLA sessions at the annual MLA conference.

- At the request of the President, Board members serve on the ChLA Conference Planning Committee, focusing on a single conference year at a time (either local or virtual), and serving on any of the various Conference Planning Subcommittees.

- The President designates Board assignments in consultation with Board members and outlined in each year's ChLA Board Roster of Committee Liaisons, Conference Organizing, and other Assignments.

Benefits:

- Each member of the Executive Board receives complimentary registration to the Annual Conference.

President's Council

Purpose:

The President's Council provides support for the President in their leadership role, introduces the Vice President/President-Elect to the Presidential role they will assume, and ensures the continuation of Association business during Presidential transitions.

Composition:

The President's Council consists of:

- President
- Vice President/President-Elect
- Past President

Term:

Members of the President's Council occupy this position as they serve in their roles as Vice President/President-Elect (one year), President (one year), and Past President (one year).

Duties:

- Advise and support the President in their role.
- Advise and support the Vice President/President-Elect in their role.
- Serve on the Nominations and Elections Committee (See: "Nominations and Elections Committee").

Timeline of Regularly-Occurring Tasks and Responsibilities:

Late September - Early October (following assumption of the role of Vice President/President-Elect)

- Work with the Association Manager and members of the Executive Committee to plan agenda for the first Executive Board meeting of the year (Note: this agenda typically includes discussion of the budget for the upcoming year).

October - December

- Serve on the Nominations and Elections Committee to support the development of an election slate to fill Committee positions that will be vacated by outgoing Committee members (See: "Nominations and Elections Committee").

January

- Work with the Association Manager and members of the Executive Committee to plan the agenda for the second Executive Board meeting of the year (Note: if the budget has not yet been approved by electronic vote, this agenda should include a plan to vote to approve the annual budget).

April - May (in advance of Annual Conference)

- Work with the Association Manager to assist with the development of the agenda for the full-day (Wednesday) Board meeting at the Annual Conference (the agenda is largely based on spring committee reports).
- Work with the Association Manager to assist with the development of the agenda for the New Board meeting at the Annual Conference.

Ongoing Tasks and Responsibilities:

- Members of the President's Council, with the Secretary and Treasurer, serve on the Policies & Procedures (P&P) Revision Team to update ChLA's Living P&P document annually, as needed.

Executive Committee

Purpose (from the ChLA Constitution):

Between scheduled meetings of the Executive Board, an Executive Governing Authority consisting of the elected officers assisted by the Association Manager shall be empowered to make decisions on the basis of telephone or electronic mail consultation confirmed by majority written vote of the officers, with two exceptions: when financial decisions violate the investment criteria outlined in the Association's Policies and Procedures Manual; and when unbudgeted disbursements of amounts over $1,000 are contemplated.

Composition:

Executive Committee consists of:

- President
- Vice President/President-Elect
- Past President
- Secretary
- Treasurer

Term:

Members of the Executive Committee occupy this position as they serve in their roles as Vice President/President-Elect (one year), President (one year), and Past President (one year); or Secretary (three years) or Treasurer (three years).

Duties:

1. Serve as the President's first-level advisors.
2. Consult with the President on procedural matters, as necessary.
3. Provide advice about policy matters, as necessary.
4. Assist the President in whatever ways she or he requires.
5. Attend meetings of the Executive Committee as needed.

Ongoing Tasks and Responsibilities:

- Members of the Executive Committee serve on the Policies & Procedures (P&P) Revision Team to update ChLA's Living P&P document annually, as needed.

Executive Board

Purpose (from the ChLA Constitution):

The Executive Board shall consist of thirteen voting members: the President; the Vice President/President-Elect; the Secretary; the Treasurer; and nine elected members. The Executive Board determines the Association's annual dues and categories of membership, has the power to create and dissolve elected and appointed Committees as deemed necessary to carry out the goals of the Association, may appoint members to ex-officio and non-voting posts on the Board, may confer Honorary Life membership to those who have made significant contributions to the Association.

Composition:

Executive Committee consists of:

- President
- Vice President/President-Elect
- Past President
- Secretary
- Treasurer
- Nine elected members

Term:

Each member of the Executive Board is elected for a term of three (3) years, with terms to expire sequentially to provide continuity. No elected Board member shall serve more than two (2) consecutive terms.

Duties:

- Approve appointment of Chairs of all ChLA standing (elected) Committees and of all members and Chairs of operating (appointed) Committees.
- Work, in consultation with the Publications Advisory Board where appropriate, to oversee the publishing endeavors of ChLA, including the journals and books or other works published by the Association itself, with contracted publishing

partnerships (currently JHUP and the University Press of Mississippi), or with other publishers.

- Attend the Board meetings at the Annual Conference and participate in any additional scheduled Board meetings, as well as email discussions, and to vote on activities of the Association.

Position of Association Manager

Purpose (from the ChLA Constitution):

The Executive Board shall contract for an Association Manager, who shall establish a central office and supervise the day-to-day affairs of the Association as outlined in the Association's Policies and Procedures Manual.

Responsibilities and Duties:

The Association Manager is the Association's highest-ranking non-volunteer official and shall be directly responsible to the Board for executing the duties and responsibilities of the position in a manner which promotes the Association's policies, goals, and objectives as established by the Board. The Association Manager will provide office and storage space for the Association and have authority and responsibility for the management of the Association's records and accounts, the implementation of the Association's policies, and the administration of the Association's programs, services and activities. The Manager is an independent contractor, providing services as designated and contracted by the Executive Board of the Children's Literature Association. The specific services are outlined below and, where noted and where specific expertise is required, may be provided by a member of the Manager's staff or subcontractor. Additional services may be performed as mutually agreed upon by the Administrator in consultation with the Association President.

Office Management:

- Serve as a central address for receipt of mail and as an organization point for ChLA mailings.
- Provide office space, equipment, and telephone services (including fax and email capabilities) with a white page listing in the name of the Association.
- File maintenance, including correspondence, Board and committee reports, IRS documents, and all appropriate records.
- Provide duplicating/printing and clerical support for official Association correspondence.
- Disseminate publicity regarding the Association and its activities to appropriate media.
- Work with Johns Hopkins University Press on issues related to publications and membership (see: "External Support Services").

- Prepare membership - solicitation mailings to target groups identified by the Membership Committee, the Communications Committee, and/or the Executive Board.
- Update website content and contact information as needed on the ChLA website. Prepare email correspondence for the Annual Conference, and other purposes as directed by the President.
- Routinely correspond with the officers of the Association to review and assess ongoing activities.
- Routinely correspond with committee Chairs to assist and ensure the work of each committee is completed within the timeline noted in the Association's Policies and Procedures Manual.
- Receive annual award nominations and applications, record submissions, and send to committees for evaluation.
- Prepare award certificates and special recognitions for the Annual Conference banquet.
- In consultation with the Secretary, assist with preparing Board meeting minutes.
- As directed by the Board, schedule annual fall teleconference, solicit reports, prepare materials and send to the Board for review.
- Assist ChLA President with establishing meeting agendas.
- Review, update, and maintain the Association's Policies and Procedures Manual.
- Pending its publication, upon receipt of the ChLA *Newsletter*, provide proofreading, have *Newsletter* printed, and provide necessary preparation for bulk mailing and electronic circulation.
- Prepare annual election materials and electronic nomination form and ballot based on recommendations from the Nominations and Elections Committee and in consultation with the committee Chair.
- Provide storage for ChLA documents according to the Retention Policy and coordinate materials to be sent to the archives at de Grummond Library.
- Monitor membership activity and provide an annual report to the Executive Board.

Financial Management:

- Maintain all financial records in accordance with generally accepted accounting principles.
- Process and deposit revenue.
- Prepare invoices as required.
- Verify accounts payable and prepare and mail payments to ChLA Treasurer for review, signing, and mailing of payments as due.
- In consultation with the Treasurer and the Finance and Development Committee, invest the funds of the Association.
- Maintain financial records in preparation for an external review by a certified public accountant annually.
- Working with the Treasurer, maintain and file in a timely manner and under supervision of a CPA, all appropriate tax returns for a 501 (c) 3 organization.
- In conjunction with the Treasurer and the Finance and Development Committee, prepare and monitor the Association operating budget.
- Provide monthly financial statements to the President, Treasurer, and the Finance and Development Committee.
- In conjunction with a CPA, provide an annual financial report to the Executive Board.

Publications Management:

- Work in conjunction with The Johns Hopkins University Press (JHUP) and University Press of Mississippi (UPM) to assist in inventory control, marketing, membership solicitation, and sale of ChLA publications.
- In consultation with the President, Treasurer, and journal editors, negotiates publication contracts for the *ChLA Quarterly* and *Children's Literature* with The Johns Hopkins University Press (JHUP) and Hollins University.
- Respond to publication orders, mailing, and invoicing as appropriate.
- Monitor publications costs/sales/inventory to assist the Communications Chair and Executive Board in planning.

- Refer claims regarding non-receipt or damaged publications from members, and to nonmembers or subscription agencies placing orders to JHUP.
- Provide storage for ChLA publications.

Conference Management:

- Work with Conference Organizers to post and advertise conference CFP and build online paper submission portal.
- Work with the Conference Paper Selection Committee to remove all identifying information from abstracts submitted for the conference and establish and facilitate a paper review process.
- Respond to routine inquiries regarding the conference.
- Regularly communicate with the Conference Advisory Chair and Conference Organizers.
- As requested by the Conference Committee Chair and/or Conference Organizers, negotiate venue and vendor contracts for the conference.
- Assist Chair with travel arrangements for speakers and invited guests.
- In consultation with the Conference Committee Chair and Conference Organizers, prepare a conference budget to be approved by the ChLA Treasurer.
- Coordinate with JHUP to ensure that they receive, process, and maintain a database of registrations
- Prepare checks for payment of conference expenses.

Awards Oversight:

- Consult with Chairs of Awards committees to extend complimentary conference registration to winners of the Association's grants and awards.
- Liaise with the Chairs of Awards committees to prepare certificates and trophies for the winners of the following awards:
    - Anne Devereaux Jordan Award (winner received framed citation)
    - Carol Gay Award
    - Book Award (winner and runner(s) up)
    - Mentoring Award

    - Phoenix Award (winner receives trophy; runner(s) up receive certificates)
    - Phoenix Picture Book Award (winner receives trophy; runner(s) up receive certificates)
- Liaise with the Chairs of Grants and Awards committees to prepare certificates and consult with the Treasurer and Executive Board to confirm and prepare monetary prizes (checks) for the winners of the following grants and awards:
    - Article Award
    - Book Award (winner and runner(s) up receive certificate; winner receives check)
    - Carol Gay Award
    - Edited Book Award
    - Graduate Student Essay Award
    - Judith Plotz Emerging Scholar Award (winner and runner(s) up receive certificate; winner receives check)
    - Diversity Research Grant
    - Hannah Beiter Graduate Student Research Grant
    - Faculty Research Grant
    - June Cummins Diversity Travel Grant
- Liaise with the Chairs of Grants and Awards committees to secure one year of complimentary membership to the Association for the winners of the following grants and awards:
    - Anne Devereaux Jordan Award
    - Carol Gay Award
    - Graduate Student Essay Award

Website Management:

- In conjunction with the President, oversee administration of the Association's website.
- Receive notices for posting to the site, approve and update the website.

- Work with the Communications Committee and current webmaster to review the site and request updates and addition of new content as needed.

External Support Services

Purpose:

Duties associated with traditional association management services may, when and as the Executive Board determines it to be financially prudent, be assumed by third parties under contract with the Association.

Current (2024-present) Agreements:

The Association maintains a current contract with Johns Hopkins University Press (the publisher with whom the Association works to produce its journals; see “Association Publications”) to provide member services for the Association. These services include maintaining a membership database, processing membership fees, and facilitating member subscriptions to the Association’s two journals.

Membership Management - Responsibilities and Duties:

Johns Hopkins University Press is responsible for the following duties related to Association membership management:

- Develop and maintain an online portal through which individuals can register as members of or renew their membership to the Association.
- Develop and maintain a secure payment processing service to handle member fees and related transactions.
- Maintain an Association membership database.
- Facilitate member subscriptions to the Association journals (as outlined in contracts describing JHUP’s participation in Association publishing efforts).
- Respond to membership- and subscription-related queries from new and longstanding members of the Association.
- Maintain inventory levels of print issues of in-print journals to answer member requests for lost or missing issues.

Nominations, Appointments, and Elections: Overview, Timeline, and Procedures

Overview of Appointment and Elections Procedures

ChLA members may participate in the Association by way of committee membership or chairpersonship and may serve terms as officers or members of the Association's Executive Board. With some exceptions, committee members, officers, and Board members are nominated and elected by the membership on a regular basis as vacancies become available. These elections are overseen by the Nominations and Elections Committee, which is chaired by the Vice President/President-Elect. In most cases, Chairs of committees are appointed by the ChLA President as vacancies become available.

Presidential Appointments

The Association President is responsible for appointing (with the approval of the Executive Board) members to chairperson positions and to particular committees as these positions become vacant.

Appointed Committee Chairs:

The President is responsible for identifying and appointing (with the approval of the Executive Board) chairpeople for the following committees as their positions are vacated by outgoing Chairs (asterisks indicate a committee for which the President is also responsible for appointing members):

- Anne Devereaux Jordan Committee
- Article Award Committee
- Astrid Lindgren Memorial Award Nominating Committee*
- Book Award Committee
- Communications Committee*
- Conference Advisory Committee*
- Diversity Committee
- Edited Book Award Committee
- Ethics Committee

- Finance and Development Committee*
- Grants Committee
- Global Committee
- Judith Plotz Emerging Scholar Award Committee
- Membership Committee (Note: this Committee is led by 2 Co-Chairs)*
- Phoenix Award Committee
- Phoenix Picture Book Award Committee

Appointed Committees and Committee Members:

The Association President is responsible for identifying and appointing (with the approval of the Executive Board) select members of the following committees and/or appointing the committee in its entirety (asterisks indicate a committee for which the President is responsible for appointing the Chair):

- Astrid Lindgren Memorial Award Nominating Committee*
- Communications Committee*
- Conference Advisory Committee*
- Conference Paper Selection Committee
    - This committee includes 5 appointed members:
        - 1 member appointed from the Conference Planning Committee;
        - 1 member appointed from the Board;
        - the Conference Organizer; and,
        - 2 members appointed by the Conference Organizer
- Ethics Committee
    - This committee includes 4 members, 2 of whom are appointed from the Board
- Finance and Development Committee*
    - This committee includes 4 appointed members:
        - 2 members appointed from the Executive Board

        - 2 members appointed from the general membership
- Membership Committee*
- Nominations and Elections Committee

Elected Positions

The Vice President/President-Elect, acting as the Chair of the Nominations and Elections Committee, is responsible for constructing the slate of candidates for vacant (elected) positions in the Association and for working with the Association Manager to oversee annual elections. Whereas candidates for elected positions are typically nominated by members of the Association, the Vice President/President-Elect may need to invite candidates for self-nomination, contact committee members to encourage nominations, and urge participation in the nominations process in order to ensure a full slate, with 2 candidates for each open position or 50% of the nominees (whichever is larger).

Elected Officers and Board Members:

The Vice President/President-Elect works with the President and Association Manager to coordinate nominations and elections for the following Association officer and Executive Board Member positions:

- President
- Vice President/President-Elect
- Secretary
- Treasurer
- Executive Board

Elected Committee Members:

The Vice President/President-Elect works with the President and Association Manager to coordinate nominations and elections for the following Committee positions as they become vacant:

- Accessibility Committee - 3 elected members
- Anne Devereaux Jordan Committee - 4 elected members
- Article Award Committee - 6 elected members
- Book Award Committee - 6 elected members

- Diversity Committee - 5 elected members
- Edited Book Award Committee - 6 elected members
- Ethics Committee - 2 elected members
- Grants Committee - 4 elected members
- Global Committee - 6 elected members
- Judith Plotz Emerging Scholar Award Committee - 6 elected members
- Ombuds Committee - 3 elected members
- Phoenix Award Committee - 4 elected members
- Phoenix Picture Book Award Committee - 4 elected members

Appointments, Nominations, and Elections Procedures and Timeline

Because the terms of all Committee, Chair, Executive Board, and Officer positions begin end end following the Annual Conference, planning for the elections for positions that will become vacant in the next year begins immediately following the Annual Conference, with the goal of ensuring that elections will conclude and vacancies filled by March or April prior to the Annual Conference (See: “Timeline,” below).

Election Slate Requirements

In their role as the Chair of the Nominations and Elections Committee, the Vice President/President-Elect should coordinate their efforts to construct a voting ballot with the President, who will be seeking candidates for appointment to Chair and Committee positions during the same period.

The final elections ballot should meet the following criteria:

- It should include the names of individuals who have been self-nominated nominated by Association members and who have agreed to serve the Association should they be elected.
- It should include brief biography of each nominee, written by the nominee and with details regarding the nominee’s history with the Association.
- It should include at least 2 candidates for each open position.

Timeline

The nominations, appointments, and elections process begins during and immediately following the Annual Conference and culminates in elections that take place in the spring of the following year, as follows:

- **Immediately prior to the Annual Conference:** Association Manager identifies elected and appointed positions that will become vacant in the following year and shares these vacancies with the Nominations and Elections Committee.
- **At the Annual Conference:** Nominations and Elections Committee Chair solicits nominations for committee membership from the Board and from the larger membership.
- **Immediately following the Annual Conference:** After consulting with the Nominations and Elections Committee Chair, the Association Manager circulates an electronic nominations form to the ChLA membership with a recommended deadline of the end of October for nominations from the membership.
- **September - November (following the Annual Conference):** The Nominations and Elections Committee Chair consults with the President to determine their protocol for appointing members to vacant positions and coordinating nominees for elected positions.
- **November - December:** The Nominations and Elections Committee compiles an election slate from the nominations generated by the Association members.
- **December - January:** The Nominations and Elections Committee Chair works with the Association Manager to contact and invite those members nominated for positions to stand for election.
- **January - February:** In consultation with the President, the Nominations and Elections Committee Chair finalizes the elections slate and secures Board approval of the slate; and, the President finalizes their list of appointments and secures Board approval of this list
- **February - March:** The Association Manager coordinates electronic voting for the open positions.
- **March:** The President works with the Association Manager to extend offers of appointment to members they have named for appointed positions and consults with the Nominations and Elections Committee Chair to coordinate further appointments as necessary.

- **March - April:** The Association Manager submits the results of voting to the Nominations and Elections Chair and Committee and any new Board members are invited to participate in the Board meetings convened at the Annual Conference (note: the new members will observe the first and pre-conference meeting and will assume their positions at the second Board meeting held during the conference).

List of Elected Committees

The following committees are constituted by members who are nominated from and elected by the Association membership at large. A chairperson for each of the following may be appointed by the President and subject to approval by the Executive Board or determined by the committee members, as noted below.

- **Accessibility Committee** - 3 elected members, Chair chosen by committee members
- **Anne Devereaux Jordan Award Committee** - 4 elected members, Chair appointed by President
- **Article Award Committee** - 6 elected members, Chair appointed by President
- **Book Award Committee** - 6 elected members, Chair appointed by President
- **Diversity Committee** - 5 elected members, Chair appointed by President
- **Edited Book Award Committee** - 6 elected members, Chair appointed by President
- **Ethics Committee** - 2 elected members, 2 members appointed from the Board
- **Grants Committee** - 4 elected members, Chair appointed by President
- **Global Committee** - 6 elected members, Chair appointed by President
- **Judith Plotz Emerging Scholar Award Committee** - 6 elected members, Chair appointed by President
- **Ombuds Committee** - 3 elected members, most senior member serves as Chair
- **Phoenix Award Committee** - 4 elected members, Chair appointed by President
- **Phoenix Picture Book Award Committee** - 4 elected members, Chair appointed by President

List of Appointed Committees

The following committees are constituted by members who have been appointed by the President (with final approval by the Executive Board). A chairperson for each of the following may be appointed by the President and subject to approval by the Executive Board or determined by the committee members, as noted below.

- **Astrid Lindgren Memorial Award Nominating Committee** - 3 appointed members, Chair appointed by President
- **Communications Committee** - 4-5 appointed members, Chair appointed by President
- **Conference Advisory Committee** - 4 appointed members, Chair appointed by President
- **Conference Paper Selection Committee** - 5 appointed members: 1 member appointed from the Conference Planning Committee; 1 member appointed from the Board; the Conference Organizer, and 2 members appointed by the Conference Organizer
- **Ethics Committee** - 2 elected members, 2 members appointed from the Board
- **Finance and Development Committee** - 2 members appointed from the Board, 2 members appointed from the general membership; Chair is appointed from the Committee by the President
- **Membership Committee** - 5 appointed members, Co-Chairs appointed by President

List of de facto Committees

The following committees are constituted primarily by officers or Board members and those selected by same and represent service obligations associated with these Executive Board members' role

- **Carol Gay Award (Undergraduate Student Essay Award) Committee** - Vice President/President-Elect, 2 members appointed by the Vice President/President-Elect
- **Graduate Student Essay Award Committee** - Past President, 3-4 members appointed by the Past President
- **Nominations and Elections Committee** - President, Vice President/President-Elect, Past President, 1 member appointed by the President

Administrative Calendar and Deadlines

The ChLA administrative year begins and ends with the Annual Conference, which typically takes place in the summer months. All elected and appointed committee members and officers assume their new duties following the Annual Conference and all committee members and officers whose terms of service are scheduled to conclude will bring their work to an end following the Conference.

The following represents a general and consolidated list of deadlines, windows for submission, and calendar of activity associated with the work of the Association's awards and grants committees.

Submission Deadlines:

Deadlines and Windows for Submission of Award Nominations:

- August 31
    - Article Award
    - Book Award
    - Edited Book Award
- October 10
    - Anne Devereaux Jordan Award
    - Judith Plotz Emerging Scholar Award
- October-December
    - Nominations and Voting for Astrid Lindgren Memorial Award
- December 15 - February 1
    - Carol Gay Award
    - Graduate Student Essay Award
    - Mentoring Award
- Immediately Prior to the Annual Conference
    - Phoenix Award
    - Phoenix Picture Book Award

Deadlines and Windows for Submission of Grant and Funding Proposals:

- September 15
    - Vivian Yenika-Agbaw Global Scholarship Grant
- December 15 - February 1
    - Hannah Beiter Graduate Student Research Grant
    - Diversity Research Grant
    - Faculty Research Grant
- December 15 - February 28
    - June Cummins Diversity Travel Grant
- January 15 - February 28
    - MicKenzie Fasteland Conference Accessibility Grant

Awards and Grants Decision Deadlines:

Committee Chairs should notify the Association Manager of the names of grant and award winners of the following awards by the following deadlines:

April 1

- Article Award
- Book Award
- Edited Book Award
- Judith Plotz Emerging Scholar Award
- Carol Gay Award
- Graduate Student Essay Award
- Mentoring Award
- Diversity Research Grant
- June Cummins Diversity Travel Grant
- MicKenzie Fasteland Conference Accessibility Grant

- Hannah Beiter Graduate Student Research Grant
- Faculty Research Grant

Accessibility Committee

Committee Description:

The Accessibility Committee, working in tandem with the Diversity Committee, is charged with ensuring accessibility across ChLA's activities, with a special emphasis on the Annual Conference, by creating and facilitating accessibility guidelines, educating members, and working with other committees to provide necessary accommodations.

Committee Composition and Terms of Service:

- **Chair or Co-Chairs**: As needed, the committee will identify one or more of its members as its chair or co-chairs. Chairs will assume the role for the remainder of their term(s) and, once their term is completed, new chair(s) will be identified by the committee from among its continuing and new members.

- **Members**: Four members elected from the general ChLA members.

- **Terms of Service for Elected Members**: three years.

Committee Responsibilities:

The Accessibility Committee is charged with the following tasks:

- Ensure accessibility during ChLA's annual conference including in: the delivery of panels, hotel accommodations, social activities, safety measures, and any other ChLA-supported features of the conference.

- Serve as a resource during the conference for any member issues around accessibility that may arise.

- Organize a guaranteed accessibility panel for the ChLA annual conference.

- Organize a guaranteed disabled scholars' luncheon at in-person ChLA annual conferences and a disabled scholars' social for virtual ChLA annual conferences.

- Oversee the publication, submission, and decision process for the MicKenzie Fasteland Conference Accessibility Grant for in-personal ChLA annual conferences.

- Inventory and replenish the Accessibility Kit for in-person ChLA annual conferences.

- Educate the membership both about the significance of accessibility in practice and the intellectual investments of attending to disability studies in scholarship.

- Serve as a resource to the work of the other committees, including the Conference Planning Committee, Ethics Committee, Ombuds Committee and the Membership Committee offering guidance when requested.

- Actively engaging the values of accessibility in the public offerings of the Association, including the website, publicity, video recordings, and other modes of interaction with the membership.

- Maintain an ongoing archive of materials recording the institution's response to accommodation requests.

Committee Chair/Co-Chair Responsibilities

- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Upon completion of term, forward all relevant files to the incoming committee Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.

- Upon completion of term, forward all relevant files to the incoming committee Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Procedures:

Responding to Requests for Accommodations at the Conference:

- If an individual needs to request accommodations of any form, they can contact the Conference Planning Committee, who will alert the Accessibility Committee to the request and record what accommodations need to occur.

- The Accessibility Committee will then work alongside both the Diversity Committee and the Conference Planning Committee to ensure that those accommodations are put into place while ensuring that privacy guidelines are met.

Responding to Reports of Ableist Harassment:

- If an individual needs to request support in regard to any ableist harassment they may have faced, they would need to first contact the Ethics and Ombuds Committee. If necessary, Ethics and the Ombuds can consult with the Accessibility Committee (with permission of the member in regard to any private or personal information) if there are questions about following ADA guidelines or general etiquette around disability.

Communications Committee

Committee Description:

The Communications Committee helps strategize and execute the ways in which ChLA communicates with the membership and the public.

Committee Composition and Terms of Service:

- **Chair:** appointed by the President with the approval of the Executive Board when the position becomes vacant
- **Members:** four to five rotating members, all appointed by the President with the approval of the Executive Board.
- **Terms of service**: three years.

Committee Responsibilities:

Committee Chair Responsibilities

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager
- Communicate with Communications Committee members about communications matters.
- Facilitate the creation of the ChLA online newsletter/blog (as the Committee deems necessary).
- Maintain all submissions for publication through ChLA's YouTube channel.
- Submit updates or changes to the website, including noting outdated information or links that no longer work, to the Association Manager for website management
- Assist the President and the Executive Committee, in coordination with the Association Manager, in communicating with the membership and overseeing the release of any public press announcements by committees of ChLA.
- Prepare reports as requested by the Executive Board.
- Plan and conduct a meeting of the committee during the Annual Conference, if one is deemed necessary.

- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices
- Upon completion of term, forward all relevant files to successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

- Participate in Communications Committee meetings at regular intervals or online via email.
- In conjunction with the Chair and Association Manager, support:
    - Moderating the newsletter;
    - creation of ChLA's online newsletter/blog;
    - maintenance of the Association's YouTube channel;
    - updating of the Association's website content;
    - communication with the membership and public.
- Supply the Chair with information about the year's work for inclusion in the semiannual reports.
- Attend the committee meeting during the Annual Conference, if possible.

Conference Advisory Committee

Committee Description:

The Conference Advisory Committee is charged with working with the Association Manager in assisting conference organizers to successfully produce an annual ChLA conference. It was reconstituted in 2007 from the Conference Committee listed in the Bylaws (last revised in June 2012).

Committee Composition:

- **Chair**: appointed by the President with the approval of the Executive Board when the position becomes vacant.
- **Members:** four members, appointed by the President with the approval of the Executive Board.
- **Terms of Service:** three years.

Committee Responsibilities:

The Conference Advisory Committee is charged with the following tasks:

- To develop and keep current a checklist of criteria that host sites need in order to have a successful ChLA conference. This checklist will serve as a guide for those members considering submitting a proposal to host a ChLA conference.
- To update and keep current the ChLA Conference Manual, which serves as a set of guidelines for conference hosts as they plan for the Annual Conference.
- In conjunction with and as requested by the Association Manager, to serve in an advisory capacity to future conference organizers who are in the process of planning a conference and have questions about procedures and other matters.
- To advise the Executive Board as necessary on the selection of potential conference sites.

Committee Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.

- To work with the Association Manager in assisting potential conference organizers by maintaining an updated Conference Planning Checklist for use in assessing the feasibility of a site and by answering questions as they arise.
- Once a future conference organizer(s) is chosen by the ChLA Executive Board, to work with the Association Manager in advising these organizers in planning for the future conference. This includes maintaining an updated Conference Planning Manual and answering questions about steps and problems in the conference planning process.
- If there is money in the Hannah Beiter Graduate Student Support Fund, to create and maintain an online application form for students interested in applying for Beiter conference attendance funds, and to oversee the selection process for this fund each April.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices
- Upon completion of term, forward all relevant files to incoming committee Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

- To help the Chair carry out the duties listed above in a timely manner.

Conference Paper Selection Committee

Committee Description:

The charge of this committee is for its members to collaborate in selecting papers submitted to the annual ChLA conference via a standardized, online submission process. The committee is also charged with adhering to standard committee procedures, as outlined below, so as to ensure consistency surrounding paper selection from year to year.

Committee Composition:

- **Chair:** Conference Organizer (or their designee)
- **Members:** five members, comprised of the following representatives:
    - Conference organizer (or their designee)
    - Two members appointed by the Conference organizer
    - One member appointed from the Conference Planning Committee by that committee's chair
    - One member appointed from the Executive Board by the President
- **Terms of Service:** terms of service are determined by member status:
    - Conference organizer and the two members they appoint will serve for one year
    - Conference Planning Committee member will serve for two years
    - Executive Board representative will serve two years

Committee Responsibilities:

The Conference Paper Selection Committee is responsible for working with the Conference Planning Committee and the Association Manager to ensure that the Annual Conference Call for Papers adheres to the Association's requirements and that the selection of papers for presentation at the Annual Conference is fair and equitable.

Committee Procedures:

The Conference Paper Selection Committee will ensure that the Annual Conference Call for Papers reflects the "Paper Submission Requirements and Procedures" outlined below and will adhere to the evaluation and notification processes described below.

Paper Submission Requirements and Procedures:

- Submissions will take the form of abstracts of the proposed paper and will be limited to 350 words.
- All 350-word abstracts will be submitted online via the ChLA website.
- Each individual paper submitted as a panel proposal must also adhere to the 350-word limit.
- Co-authored or multiple-authored papers will be treated as a single paper and will need to adhere to the 350-word limit (and be presented in the timeslot for one paper).
- All applicants will, at the time of submission, include a brief academic biography—up to 144 characters—on the same website.
- All abstracts and panel proposals will be submitted by October 15.

Paper Evaluation Process:

- **First-tier review:** During the first tier of review, the five members of the CPSC will read and evaluate abstracts with names removed from the abstracts. Committee members will be asked to assign points to the abstract on a scale from 1-5, with 5 being the highest score. After tallying the points accrued on each abstract, the committee is asked to make the following recommendations on all abstracts: accept, place on waiting list, or reject. The Chair of the committee may choose to divide the reading among the members, but all abstracts must be evaluated by at least two members of the committee.
- **Second-tier review:** During the second level of review, the Chair of the CPSC will work in conjunction with the Chair of the Conference Advisory Committee to finalize the work of the CPSC in light of the needs of the conference and the mission of the Association. Considerations will include size limitations of the conference, relevance of a proposal or abstract to the annual topic, and the intellectual needs of ChLA and its membership. This work is to be completed in January.

Paper Notification and Programming Process:

- At the completion of the evaluation process, those who have submitted abstracts or panel proposals will be notified whether they have been admitted, placed on a waiting list, or rejected.
- Although members will have been asked not to submit more than one paper at the time of submission, if anyone has inadvertently had two papers accepted, the conference organizer will ask that person to choose which one of the presentations they wish to deliver, as no member can present more than one scholarly paper at the conference.
- The conference organizer will be responsible for arranging both the accepted papers and the guaranteed conference panels outlined in the Conference Manual into a schedule for the Annual Conference.

Diversity Committee

Committee Description:

The Diversity Committee, formed in 2006, supports children's literature scholarship on issues of race, ethnicity, gender, sexual orientation, religion, and disability. The committee encourages a range of critical perspectives on diversity and fosters dialogue about the role of cultural, ethnic, economic, physical, sexual, and gendered identities in children's texts and in children's studies as a field. The committee works to recruit and retain scholars interested in diversity studies. Additionally, the Diversity Committee organizes a guaranteed panel at the ChLA Annual Conference (See: Annual Conference: Guaranteed Panels and Events) and organizes the ad-hoc committee that oversees the June Cummins Diversity Conference Travel Grant. Beginning in 2014, the Diversity Committee will administer the Diversity Research Grant.

Committee Composition:

- **Chair**: appointed by the President with the approval of the Executive Board as the position becomes vacant.
- **Members:** five members, elected on a rotating basis.
- **Terms of Service:** three years.

Committee Responsibilities:

Committee Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- Communicate with committee members and the Association Manager about activities and projects of the committee.
- Help identify individuals, conferences, and resources related to diversity studies.
- Recruit new members interested in diversity studies to the committee and to the ChLA.
- Disseminate information about the committee's projects.
- Disseminate information about research and resources available for members interested in diversity studies in children's literature.

- Spearhead efforts at integrating diversity topics and approaches into the institutional structure and efforts of the ChLA. These efforts might include contributing to discussions about membership and membership recruitment, ChLA publications, conference structures, and so on.
- Conduct a meeting of the Diversity Committee during the Annual Conference.
- Review the Policies and Procedures Manual contents appropriate to the committee (including for all grants overseen by this committee) and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Prepare reports as requested by the Executive Board.
- Upon completion of term, forward all relevant files to the incoming Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

- Share information with the Chair and other members and make suggestions regarding the role of diversity studies to the ChLA.
- Recruit new members interested in diversity studies to the committee and to the ChLA.
- Supply the Chair with ideas and information about specific opportunities and information that would advance the mission of the committee.
- Propose session for the annual meeting.
- Organize and conduct the committee's Annual Conference session.
- Make a good faith effort to attend the Diversity Committee meeting at the Annual Conference and make a good faith effort to attend the committee's Annual Conference session.

Ethics Committee

Committee Description:

The Ethics Committee is charged with reviewing reports of alleged violations of the Anti-Harassment and Appropriate Conduct Policy taking place at the annual ChLA conference (including at conference hotels and events), during official ChLA meetings (including video conferences and conference calls), on ChLA social media pages or in other ChLA-sponsored online fora, or in connection with Association business, including the operation of the Association journals. When appropriate, the Ethics Committee will make recommendations for resolutions and/or sanctions to the ChLA Executive Committee.

Committee Composition:

- **Members:** members of the committee are both appointed and elected:
    - ***Appointed Members:*** Two members appointed from the ChLA Board of Directors by the President and approved by the Executive Board. The Ethics Committee term may exceed the Board term.
    - ***Elected Members:*** Two members elected from the general ChLA members.
- **Terms of Service:** Three years

Committee Eligibility Requirement:

Committee members must have a minimum of three full calendar years of ChLA membership before serving on the Ethics Committee.

Required Recusals:

Members of the Ethics Committee, Ombuds Committee, Executive Committee, and Board must recuse themselves from the process described below if they are either a complainant or respondent in a complaint or report.

Committee Responsibilities:

Summary of Committee Role Related to Reports of Policy Violation:

ChLA members, non-member attendees or guests, Association Management staff, and other contracted personnel have two paths by which they can document and seek resolution to violations of the Anti-Harassment and Appropriate Conduct Policy taking place at the annual ChLA conference (including at conference hotels and off-site events

or social gatherings), during official ChLA meetings (including video conferences and conference calls), on ChLA social media pages or in other ChLA- sponsored online fora, or in connection with Association business, including the operation of the Association journals: 1) complaints (reviewed by the Ombuds Committee) and 2) reports (reviewed by the Ethics Committee).

Additional Committee Duties:

- Each year, in consultation with the Ombuds Committee, the Ethics Committee will review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.

- Upon completion of term, forward all relevant files to incoming committee members at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Procedures for Making or Responding to a Complaint:

Complaint Procedures

1. If ChLA members, non-member attendees or guests, or Association Management staff, and other contracted personnel wish to submit a complaint about an alleged violation of the ChLA Anti-Harassment and Appropriate Conduct Policy, they should contact a member of the Ombuds Committee with a description of the incident and include the following:

    - Identifying information (name/badge number, appearance) of the person whose behavior is being reported;
    - The behavior witnessed or experienced;
    - The time of the behavior;
    - Where the behavior took place;
    - The circumstances surrounding the behavior;
    - Other people involved with or witnessing the behavior.

Verbal or written reports may be made to the Ombuds Committee, a member of the Board, a member of the Ethics Committee, or an Association Management staff member, which will be communicated to a member of Ombuds Committee.

2. As soon as practicable, the Ombuds Committee will investigate the claim by contacting the claimant (if the complaint was made to someone other than the Ombuds Committee), the respondent, and any potential witnesses. The Ombuds Committee must make every reasonable effort to talk with the claimant, respondent, and witnesses about the alleged conduct and to seek a resolution.

3. The Ombuds Committee should communicate back to the claimant (if not anonymous) after the claim has been discussed with the respondent and should report whether a resolution has been reached. The Ombuds Committee should notify the complainant of the option to make a report to the Ethics Committee.

4. Someone making a complaint may request to remain confidential (identity known to the Committee but not to the respondent) or anonymous (identity unknown to the Committee and to the respondent).

5. Complaints cannot result in formal sanctions, such as revocation of membership or conference registration. However, the Ombuds Committee will seek a resolution to the complaint.

6. Once the Ombuds Committee has spoken with the claimant and witnesses, as well as the respondent if possible, they will document the complaint and submit the record to the Association Manager and President within 90 days of receiving the initial complaint, at which time the report will be considered closed. The claimant may elect to make a report to the Ethics Committee if they find the outcome unsatisfactory.

7. Records of complaints are confidential and will be accessible to the Association Manager and members of the Executive Committee but will not be transmitted to the archives.

Procedures for Reporting Complaints

1. Anyone who has previously filed a complaint with the Ombuds Committee, as described in Section A.1., finds the resolution unsatisfactory may elect to file a report about the same alleged violation of the ChLA Anti-Harassment and Appropriate Conduct Policy by emailing the Ethics Committee at info@childlitassn.org with a description of the incident and the following information:

- Identifying information (name/badge number, appearance) of the person whose behavior is being reported;
- The behavior witnessed or experienced;
- The time of the behavior;
- Where the behavior took place;
- The circumstances surrounding the behavior;
- Other people involved with or witnessing the behavior.

Verbal reports may be made to a member of the Ombuds Committee, a member of the Board, a member of the Ethics Committee, or a member of the Association Management team, who will then direct the claimant to submit the report in writing by email to the Ethics Committee.

2. As soon as practicable, the Ethics Committee will meet to discuss the report and investigate the claim by contacting the claimant (if the report was made to someone other than a member of the Ethics Committee), the respondent, and any potential witnesses. The Committee must make every reasonable effort to talk with the claimant, respondent, and witnesses and to seek a resolution.

3. The Committee will invite the respondent to submit a response and should do so within 30 days of the invitation. The respondent has the right to know who made the report, the approximate time and date when the report was made, and the details of the report.

4. Once the Committee has gathered all relevant information, it will decide on whether the behavior constitutes a violation of the Anti-Harassment and Appropriate Conduct Policy and submit a copy of the report, an explanation of the Committee's findings of what occurred, a record of the decision, and a recommendation of sanctions, if any, to the ChLA President and Association Manager for review by the Executive Committee.

   A decision of the Ethics Committee requires a majority vote of a quorum of members. A quorum will be defined as at least three members.

5. If sanctions are recommended, the report will be submitted to the Board for review, minus the two Board-appointed members of the Ethics Committee. The Board may vote to accept the recommended sanctions, to decline to sanction the respondent, or to impose alternative sanctions. A majority vote of a quorum of the Board, minus the Board-appointed members of Ethics Committee, is

necessary. Members of the Executive Committee will recuse themselves from this vote so they can hear appeals, if necessary.

6. Both the complainant and respondent will be notified of the Ethics Committee findings about whether the respondent violated the policy and the decision of the Board to accept or overturn the findings of the Committee within 14 days of the Board's decision. However, sanctions should remain confidential.

7. Either the complainant or the respondent may appeal the decision of the Board by notifying the ChLA President or Association Manager within 10 days of receiving the Board decision and providing a written explanation of the basis for the appeal. The Executive Committee will consider appeals and report the results to the complainant or respondent, whichever appealed the decision, within 30 days of the submission of the appeal. The Executive Committee may rule on the appeal by voting to affirm the recommended sanctions, to overturn the decision to sanction the respondent, or to impose alternative sanctions. A majority vote of a quorum of the Executive Committee is necessary.

8. Reports to the Ethics Committee and proceedings of the Ethics Committee and the Board in relation to recommendations of the Committee are confidential. Records of reports will be accessible to the Association Manager and members of the Executive Committee but will not be transmitted to the archives.

Finance and Development Committee

Committee Description:

The Finance and Development Committee works with the Association's Treasurer to analyze the organization's annual budget, review monthly financial reports, evaluate the impact of ongoing and future initiatives that require financial support, facilitate and organize fundraising efforts for the Annual Conference and other initiatives, and review investments in alignment with Association's mission.

Committee Composition:

- **Chair:** appointed by the President, with approval from the Executive Board, from the Finance and Development Committee membership.
- **Members:** members of the committee are appointed from the Executive Board and from the membership.
    - ***Executive Board Representatives:***
        - Vice President/President-Elect
        - two members of the Executive Board, appointed by the President with approval of the Executive Board
    - ***Representatives from Membership:***
        - two members from the general membership, appointed by the President with approval of the Executive Board
- **Advisory Member:** President
- **Terms of Service:** Three years (with the Vice President/President-Elect and Treasurer members concluding their service to this committee as their term in an officer's role concludes).

Committee Responsibilities:

Committee Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.

- Work with the Association Treasurer to organize monthly or bi-monthly meetings of the Committee to review monthly financial reports and investments to ensure reflection of the Association's mission.
- Share and lead discussion of any new initiatives brought to the Officers or the Executive Board that would require one-time or ongoing financial support by the Association.
- Work with the Committee, Board, and Treasurer to facilitate and organize fundraising efforts for the Annual Conference and other initiatives.
- Work with the Treasurer to lead the review, evaluation, and discussion of the proposed annual budget in advance of Board vote of approval.
- Communicate suggestions for budgetary revision made by the Committee to the Officers and the Executive Board for voting.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Upon completion of term, forward all relevant files to incoming committee Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

- Attend regular (monthly or bi-monthly) meetings of the Committee to review and discuss the Association's monthly financial reports.
- Discuss and offer feedback on new initiatives that would require one-time or ongoing financial support by the Association.
- Discuss and offer feedback on fundraising efforts on behalf of the Association and its Annual Conference.
- Participate in the review, evaluation, and discussion of the proposed annual budget in advance of Board vote of approval.
- Offer suggestions for budgetary revision to address ongoing or emerging needs of the Association.

Global Committee

Committee Description:

The Global Committee actively pursues the internationalization of North American children's literature research by broadening the spectrum of primary and secondary literature discussed at the annual meetings and in the publications of ChLA. Additionally, the Global Committee organizes a guaranteed panel at the ChLA Annual Conference and administers travel grants, including the Vivian Yenika-Agbaw Global Scholarship Grant, which supports the panel presenters (See: "Annual Conference: Guaranteed Panels and Events").

Committee Composition:

- **Chair:** appointed by the President with the approval of the Executive Board when the position becomes vacant.
- **Members:** five members, elected on a rotating basis.
- **Terms of Service:** three years.

Committee Responsibilities:

Committee Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- Communicate with committee members and the Association Manager about activities and upcoming projects of the committee.
- Serve as a clearinghouse by identifying international contacts and conferences which might be important for ChLA members.
- Alert members to interesting works and research developments in foreign countries - specifically those written in languages other than English - to broaden and stimulate the debate in North American children's literature and to enhance cross-cultural cooperation.
- Recruit new members - both inside and outside North America - to the committee and ChLA.

- Generally, enhance communication among cultures in order to integrate various cultural, scholarly, and pedagogical traditions and to stimulate the discussions in ChLA of literature published outside of the English-speaking cultural sphere.
- As needed, prepare a call for papers for a panel on global children's literature to be presented at the Association's Annual Conference. The Global Committee alternates its annual panels between specific geographic or topological focal points and experiential or psychological themes that encourage transnational discussions, and works to highlight scholarship in geographical regions underrepresented in North American scholarship and/or within ChLA.
    - Submit a draft of the paper call to the Association Manager and President for review and approval.
    - Disseminate the call widely.
    - Request the Association Manager post the call on the ChLA website and submit the call to the ChLA *Newsletter* editor(s) (pending publication). Papers not selected for the panel may be submitted to the ChLA conference general call.
    - Receive submissions from the Association Manager immediately after the deadline.
    - Oversee the selection process and identify the recipient(s) of the Vivian Yenika-Agbaw Global Scholarship Grant and select panelists for the panel.
    - Once the winner(s) of the Vivian Yenika-Agbaw Global Scholarship Grant are chosen, the Chair notifies the committee of the winner, and prepares letters notifying all applicants. The Chair writes the formal letter notifying the award winner, copying the Association Manager, the Grants & Awards Coordinator, and Award Nominator (if applicable) on these emails. Letters should include a link to conference registration and convey any additional information about the award (e.g., inviting the winner to attend the banquet/awards ceremony at in-person conferences, etc.) If the committee wishes, letters may include specific comments regarding particular aspects of the awardee's work that the award committee particularly appreciated. Copies of these letters will be included in the materials passed along to the next committee Chair.
    - Submit names of the selected panelists to the Association Manager and President.
    - Send electronic notification to all submitters; those selected and those not selected. Submit the panelists' names, institutional affiliation, and paper

titles to the Conference Chair for scheduling and placement in the conference program.

    - Request that the Association Manager correspond with each panelist to determine the best way for the panelist to receive their support funding (options include a check from ChLA in US funds or payments by ChLA directly for expenses like hotel and conference registration - often selected to help international panelists avoid extra exchange rate fees). Have the Association Manager arrange with the Staff Accountant to pay each recipient based on the selected payment option. The recipient of the Vivian Yenika-Agbaw Global Scholarship Grant receives up to $2,000 for documented expenses. An additional $1,000 is provided to the other panelists most often split equally between two panelists at up to $500 each.

- Establish and conduct a meeting of the Global Committee during the Annual Conference.
- Prepare reports as requested by the Executive Board.
- Review the Policies and Procedures Manual contents appropriate to the committee including for all grants overseen by this committee) and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices
- Upon completion of term, forward all relevant files to incoming Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

- Share information with the Chair and other members and make suggestions pertaining to the internationalization of ChLA (conferences, papers, articles, visitors from abroad).
- Recruit members to the committee and ChLA.
- Supply the Chair with ideas and information about specific projects, opportunities, and information to be included in the annual report.
- Assist in identifying a theme for the guaranteed conference panel and in the selection of the recipient of the Vivian Yenika-Agbaw Global Scholarship Grant. Participate in the evaluation of papers for the proposed session and selection of panelists.

- Attend the Global Committee meeting at the annual meeting, if possible.

Membership Committee

Committee Description:

The Membership Committee works to recruit new members for the Children's Literature Association and to retain and support the Association's current members. Additionally, the Membership Committee organizes two guaranteed panels at the ChLA Annual Conference: “Building a Career in Children’s Literature” and “Syllabus Exchange;” organizes gatherings (in person or virtual) to take place during the Annual Conference; and extends a special welcome to new members of the Association during the Welcome Reception at the Annual Conference (See: “Annual Conference: Guaranteed Panels and Events”).

Committee Composition:

- **Co-Chairs:** two Co-Chairs are appointed to staggered terms by the President with the approval of the Executive Board when a Chair position becomes vacant.
- **Members:** five members representing the geographic, disciplinary, racial, ethic, gender, sex, and ability diversity of the Association, appointed by the President with the approval of the Executive Board.
- **Terms of Service:** three years.

Committee Responsibilities:

Committee Co-Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- Communicate with committee members and the Association Manager about recruitment, retention, and support.
- Identify national conferences which might attract potential members and arrange to have membership brochures available.
- As requested by the Association Manager, answer queries related to membership.
- Establish and conduct a meeting of the Membership Committee during the Annual Conference, if one is deemed needed.

- Coordinate with the conference organizer each year in planning the annual “Building a Career in Children’s Literature” panel for the ChLA conference.
- Coordinate with the conference organizers and with other interested committees to organize a "Syllabus Exchange" panel for the ChLA conference.
- Coordinate with the conference organizer each year in planning the New Members portion of the welcoming reception of the annual ChLA Conference.
- Coordinated with committee members, the Association Manager, and the conference organizer in planning networking activities, themed lunches and other selected conference events and activities.
- Prepare semiannual reports as requested by the Executive Board.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Upon completion of term, forward all relevant files to successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

- Identify state and regional conferences that might attract potential members and arrange to have ChLA membership brochures available.
- Share ideas with the committee members for ways to increase membership.
- Supply the Co-Chairs with information about the year's work for inclusion in the semiannual reports.
- Attend virtual committee meetings throughout the year, and particularly during the Annual Conference, if one is called.
- Assist with organizing the “Building a Career in Children’s Literature” and “Syllabus Exchange” panels as well as the New Members part of the reception at the Annual Conference.
- Assist the Chair with planning selected conference events and activities including networking activities and themed lunches.

Nominations and Elections Committee

Committee Description:

The Nominations and Elections Committee is responsible for conducting elections for the Association's officers, Board and elected committees. For more details regarding nominations and elections procedures, see "Nominations, Appointments, and Elections."

Committee Composition:

- **Chair:** the Vice President/President Elect serves as the Chair of this committee
- **Members:** include two officers and one member appointed from the Association:
    - President
    - Past President
    - Member appointed by the President with the approval of the Executive Board
- **Terms of Service:** officers serve while occupying their roles; members serve for a period of three years. Chair and members of the Nominations and Elections Committee are not eligible to run for any elected position while serving on the committee.

Committee Responsibilities:

Committee Chair Responsibilities:

- Solicit names of potential nominees at the Board meeting and the business meeting of the membership at the Annual Conference.
- Conduct additional solicitations of potential nominees, as necessary, from officers and Board members, committee Chairs, and the membership at large, through use of a nominating form and/or other means of soliciting nominations, and coordinate with the Association Manager to see if nominees are current members and to get current contact information for nominees.
- Complete list of potential candidates and distribute to committee for review and discussion. It is advisable to also consider at this time which committees will need new chairs or appointed members, since these vacancies may affect the slate for elected positions as well.

- Contact the nominees with an invitation to run for suggested elected positions. Initial contact by phone for officer positions is standard and for all other positions email is standard with a follow-up by phone if necessary.

- Acknowledge acceptances and correspond with nominees as necessary, keeping the Association Manager current on acceptances (often the Association Manager is directly copied on all e-mail correspondence for elections) and coordinating these nominations with the President, who may be engaged in identifying members to appoint to various Association roles. For those who agree to run for a position, request a brief biography to be included in the ballot that is mailed to the membership, or ask the Association Manager to request such. Send bios to the Association Manager to be included in the ballots posted on the ChLA website for current members to view before voting electronically.

- Along with the President, review and approve the electronic ballot before notification to vote is emailed to all current individual members in the spring for voting.

- After the Association Manager reviews the tallied results and provides to the Chair, inform candidates of election results, both those who won and those who did not, prior to the general announcement of the election results to membership. Submit written congratulatory letters electronically to the Association Manager for newly elected officers and committee members. Request the Association Manager send the letters by mail and to retain a copy for the business files

- Work with Association Manager to document election results as ranked lists, excluding the vote tallies. The vote tallies should be archived. While not released publicly, vote tallies should be made available to members who request to see it.

- In the event of an unexpected vacancy for an elected position, consult with the President and the Association Manager regarding runners up for that position in the year in which the person leaving was elected.

- Prepare an annual report for the Board meeting at the Annual Conference.

- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.

- Forward all relevant files (excepting the vote tallies) to successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

- Make recommendations about candidates from a list of potential nominees distributed by the Chair.
- Suggest priorities as necessary for those who should be invited to stand for election.

Ombuds Committee

Committee Description:

The Ombuds are charged with providing a neutral, confidential, independent space for members of ChLA to bring concerns about ChLA, including its rules, regulations, policies, practices, and members. Ombuds members will be responsible for providing an appropriate virtual space for such concerns to be aired, and will be charged with serving as ambassadors to the processes within ChLA (or beyond, as necessary) that are relevant to the issue(s) brought to bear. As such, when Ombuds members are alerted that there is a concern a member wishes to voice, they will:

A. identify which Committee member(s) will hear the concern (a process determined in the Ombuds Procedural Guide);
B. respond anonymously within 7 days to coordinate the date and time of this meeting, and to provide a virtual link for the session;
C. coordinate a confidential debrief of the Ombuds members following the session; and,
D. confirm the next steps that will be taken by the Ombuds and the members, as needed.

As part of their practice for ChLA, Ombuds will assist with:

A. the identification and articulation of the concern brought by the visitor to them;
B. the identification of larger concerns within the ChLA membership or culture; and,
C. attending the meetings of subgroups/committees that comprise the ChLA membership as needed to identify concerns related to subpoint B (above), as well as to better inform the work needed or concerns broached in subpoint A (above).

Committee Composition:

Ombuds will have a regularly rotating, intentional membership of three members, each with an assigned three-year term, as follows:

- **Members:** Ombuds will have a regularly rotating, intentional membership of three members, as follows:
    - 1 member will be Experienced (7+ years of membership);
    - 1 member will be Newer (1-6 years of membership);
    - 1 member will be a Graduate Student or Independent Scholar.

- **Terms of Service:** three years, with staggered terms.

Of this membership, the goal is for only one person to need replacement annually. Whoever has served as an Ombuds the longest will be responsible for ensuring adherence to the practice guidelines as articulated in the Ombuds Procedural Guide. The most senior member of the group, following their respective training, will be responsible for outreach commitments and for leading the group. In the interim, the member who is neither the most senior nor is being trained will handle the important role of leadership and outreach, with assistance from whomever has served on the Committee the longest.

No members of Ombuds may serve on another committee, or on the Board, while an Ombuds.

Committee Responsibilities:

Serving as an Ombuds is a responsibility overseen in multiple layers: as an individual Ombuds and as part of the Ombuds as a counsel, within International Ombuds Association ("IOA") protocol as well as within the processes and procedures unique to ChLA.

To be an Ombuds, members must be trained within the first 3 months of appointment to Ombuds and demonstrate:

A. sufficient knowledge of IOA Ombuds practice, as determined in peer-reviewed training sessions and outlined in the Ombuds Procedural Guide;

B. familiarity with the processes and committees of the ChLA organization;

C. a willingness to engage as needed with visitors to Ombuds, as well as with the concerns raised within, through, and between ChLA constituents; and,

D. availability and willingness to serve in the specific role of Ombuds liaison to other ChLA committees and the Board as needed.

Further, in addition to understanding how to serve individually as an Ombuds, the Ombuds will also perform their duties collectively as needed by the ChLA, as the organization being served. Thus, following training, all Ombuds should be ready to:

- confidentially receive and neutrally review concerns;
- independently and neutrally identify concerns that are organization-wide, or inter- or intra- Committee;

- provide a confidential and impartial space for members to air grievances and bring concerns;
- guide visitors through the procedures available for next steps in addressing concerns, both within and without the ChLA (as appropriate):
    - impartially and without active participation (unless called upon specifically for a concern relevant to Ombuds work) attend meetings of assigned Committees and the Board;
    - provide confidential, impartial reporting annually to the Board and Executive Committee on the types of concerns brought to the Ombuds, and relevant and non-identifying demographic information as available on Committee visitors;
    - offer recommendations to Committees and the Board as requested on possible next steps for conflict resolution within the ChLA.

To this end, it is important for ChLA to recognize and support the role of the Ombuds as outlined above, and not as a resolver of problems, an investigatory or reporting body, an overseer of investigations, a pool of dispute mediators, or a body that can report on behalf of visitors or Committees. This is expressly forbidden under IOA practice guidelines, which supersede ChLA preferences. That said, if both parties in a dispute are aware of the conflict, have unsuccessfully attempted a resolution independently, and are interested in a mediation, an Ombuds Committee member may choose to engage as a neutral mediatory party only in the event that they have undergone appropriate training for such and are willing and able to perform the mediation. As part of a group of Ombuds, it is also essential that the Ombuds members have agreed that providing a mediation is an appropriate option. If no members of the Ombuds Committee have been formally trained in mediation, this service may not be offered in any capacity by the Ombuds and/or if the Ombuds vote not to provide this service in-house, the Executive Board may choose to employ an outside mediation service to address the conflict. These processes are outlined in the Ombuds Procedural Guide. In the event that a conflict warrants resolution by other parties, the Ombuds Committee will convene to discuss the matter and determine whether it should be referred to the Ethics Committee or the Executive Committee, as outlined in the Ombuds Procedural Guide. The Committee's recommendation will then be shared with the visitor, who will then decide on their preferred next step–including contacting another individual, group, or committee–independently.

There is never a mandate that a visitor proceed on any Ombuds recommendation, but Ombuds should, in the course of their duties, provide visitors next step options for their

concern to consider.

Additional Committee Duties:

- Each year, in consultation with the Ethics Committee, the Ombuds Committee will review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.

- Upon completion of term, forward all relevant files to incoming committee members at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Internal Review:

In addition to their work within the ChLA community, Ombuds members must serve an important role in maintaining the ethics of Ombuds practice. If the Association questions the impartiality, confidentiality, or neutrality of their Ombuds, they will no longer serve any meaningful function within the Association. Thus, internal checks and balances on the efficacy of the Ombuds, their policies, and their procedures must occur regularly and often. This will proceed in several ways:

1. Ombuds Members

    a. In the event an Ombuds member does not perform their duties as outlined above, it will be incumbent on the other Ombuds to present their concern to the member formally. This should be outside of a regularly scheduled meeting to signal the import of the conversation. If no satisfactory change is made, or if the member disputes the claim, the concern may be referred to the Ethics Committee or the Board, as parties prefer.

    b. Concerns should be brought to the Ombuds member within 1 month of notice and elevated within 2 months of notice. During the time when the concern is being reviewed, that Ombuds member will not hear any concerns or meet with any visitors.

2. Ombuds Procedures

    a. It will be incumbent on the Ombuds to schedule a meeting to review the Ombuds Procedural Guide, as well as ChLA's Ombuds charge, to ensure that both reflect the current acting role of the Ombuds within ChLA, and to update as needed annually.

b. All recommended updates should be written and presented to the Board in their final meeting of the year, along with the annual report.

3. Ombuds Outreach

    a. In the event that new committees are formed, an Ombuds member will be assigned to attend at least 2 of their meetings annually. When assigned, the Ombuds member will reach out to the group within 2 weeks of assignment to introduce themselves and their role in accordance with the Ombuds Procedural Guide and to calendar attendance at the next meeting.

    b. All Ombuds members should share in their regularly scheduled meeting the outcome of their meeting attendance, including any broader concerns noted, so that Ombuds members may satisfy the entirety of their charge by identifying inter- and intra- Committee concerns.

The function of the Ethics Committee will be independent to that of the Ombuds, as are the Executive Committee and the Board. To the extent deemed necessary, but no less than once a year, the Ombuds will report directly to the Executive Committee and/or the Board of Directors. The Board and Ethics Committee will serve as primary procedural options for grievances within ChLA, to which Ombuds members may refer visitors to seek next steps and guidance on addressing their concerns. This preserves the independent, confidential function of the Ombuds, consistent with IOA mandates, and will be maintained at all costs by ChLA.

Awards and Awards Committees - Committee Charges, Awards Criteria, and Annual Tasks

Grants and Awards Coordinators

Description: This is a two-person role in which the Grants and Awards Coordinators work collaboratively to oversee the operations of the awards cycle.

Purpose:

NOTE: the purpose of other, particular positions are outlined in the Bylaws - this position is not recognized in the Bylaws.

Term:

Named by the President and selected from the Executive Board to serve a term of 3 years. This term of service may extend beyond the Coordinator's period of service to the Board; in this case, the Coordinator would continue in that role but cease serving as a Board member once their term was completed.

Benefits:

Complimentary conference registration.

Duties:

- Develop and maintain archive of rubrics or judging instructions associated with each award and grant.
- Work with Association Manager to coordinate announcement and promotion of awards and grants (e.g., calls for submissions and nominations) in accordance with the timelines associated with each award and grant.
- Work with Association Manager to oversee submission process:
    - activate any online submission portals;
    - monitor submissions;
    - acknowledge receipt of submissions/nominations.
- Work with Association Manager to notify committees and distribute submissions and nominations along with judging rubrics or criteria to committee chairs.
- Work with Association Manager, committee chairs, and President to coordinate the notification of grant and award winners.
- Work with Association Manager and committee chairs to coordinate notification and condolence letters (for grant submitters; to be sent by the Association Manager on behalf of the Association).

- Maintain a record of official communications between award winners and the chairs who notify them of their win.
- Work with Association Manager to print/create awards certificates for distribution at the annual conference.
- Work with the chair of the Conference Program Committee to ensure panels that include award winners by default are included in the conference program.
- Take an active role in the creation of the slide show/awards presentation for the Awards Ceremony at the annual conference.
- Coordinate the official presentation of each award.
- Review and update their terms of service prior to stepping down from the position
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current practices.
- Upon completion of term, forward all relevant files to incoming committee Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Carol Gay Award and Award Committee

Award Description:

The Carol Gay Award, initiated in 1997 as an undergraduate essay award to honor one of ChLA's founding members, Carol Gay of Youngstown State University in Ohio, by her husband, Tom Gay, is presented to a college undergraduate for an outstanding paper which contributes to the field of children's literature. This award is to be considered annually and awarded as warranted.

Award Details:

Faculty members nominate the work of no more than two of their undergraduate students for consideration for the Carol Gay Award. The Carol Gay Award Committee will, as applications allow, determine a single winner and may recognize one or more "honor" (runners-up) essays.

The winner of this award receives:

- Cash prize presented at the annual banquet. (Award amount is determined by the Board of Directors each year.)
- 1-year complimentary ChLA membership.
- Invitation to present their award-winning paper during a session of the Annual Conference.
- Complimentary conference registration.
- Award certificate.

Submission Period:

December 15 – February 1

Submission Guidelines:

All essays considered for the Carol Gay Award are nominated by a faculty member on behalf of their student.

- The papers should be original and at least 2500 words, but not more than 4000 words, in length, including notes and works cited.
- The papers should show evidence of scholarly research; i.e., there should be a bibliography with more than the primary works included.

- The papers should conform to MLA style.
- The paper need not have been written for a class, but the nominator must be a current ChLA member.
- Submitters should include their email address and that of the student so that all can be notified of the outcome as soon as possible. If the student does not have email, the submitters should notify the students if they did not win.
- A student may only be the recipient of the Carol Gay Award once during their time as an undergraduate student.
- All nominated papers should be submitted electronically by a faculty member on behalf of the student via the form provided by the organization.
- Only two submissions per faculty member will be accepted.
- Identifying information (for either authors or nominators) should appear in the nomination form only and not in the nominated essay document. Submissions will be anonymized before they are reviewed by the Carol Gay Award Committee.

Carol Gay Award Committee:

Committee Composition:

- **Chair:** ChLA Vice President/President Elect
- **Members:** Two members of the Association, selected by the Vice President/President Elect

Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager..
- Convene the Committee and organize its evaluation timetable following the February 1 submission deadline
- Establish evaluation guidelines or system for committee to follow.
- Send the names of the winner and any runners-up, should one or more be chosen, to the Association Manager by April 1.

- Work with the Association Manager to send congratulatory letters/emails to the winners and runner ups. If the Carol Gay Committee wishes, these letters may include specific comments regarding the content of the essay.
- Write thank you letters to the judges to be included in their files.
- Prepare a committee report in the spring for the Board on the activities of the committee.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

- Attend Committee meetings as organized by the Chair.
- Contribute to the evaluation and judging of papers submitted for consideration.

Anne Devereaux Jordan Award and Award Committee

Award Description:

The Anne Devereaux Jordan Award for Distinguished Service to Children's Literature recognizes an Association member's significant contribution in scholarship and/or service to the field of children's literature.

Award Details:

Any member of the Association may submit their nomination for this award to the Committee Chair by the award deadline.

The winner of this award receives:

- Framed citation to be presented at the Annual Conference banquet.
- Cash prize presented at the annual banquet. (Award amount is determined by the Board of Directors each year.)
- Complimentary conference registration.
- 1-year complimentary ChLA membership.

Submission Deadline:

October 10

Submission Guidelines:

Nominations for the Anne Devereaux Jordan Award are welcome from any current ChLA member.

- Nominations should be sent to the current Anne Devereaux Jordan Committee Chair by October 10 of a given year.
- When nominating someone, please keep in mind that the award recognizes service and/or scholarship in the field of children's literature over the course of a career, though "service" to our field can be identified in a variety of ways. Please indicate how the nominee has contributed in one or both of these areas in your nomination letter.

Anne Devereaux Jordan Award Committee:

Committee Composition:

- **Chair:** appointed by the President with the approval of the Executive Board.
- **Members:** four members of the Association, two of whom are elected by the membership each year so that committee membership is staggered.
- **Terms of Service:** three years.

Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- Invite nominations for the ADJ Award. Nominations should be encouraged in all appropriate venues, including the ChLA *Newsletter* (pending publication), the ChLA website and listserv, and the annual Membership Business Meeting at the conference.
- Upon receiving notice of new committee members from the Association Manager after the election results in the spring, send a welcome note to the new members and a thank-you note to the retiring ones.
- Send the committee guidelines, any Board decisions relevant to this committee made at the Annual Conference, and all nominations materials (including any nominations from within the 3 previous years, for candidates who have not yet been selected to receive the award) to the new committee members.
- Deliberate with committee members on all received nominations.
- Deadline for nominations is October 10 annually. Following the close of nominations, conduct a vote to determine the winner. Members should send their votes only to the Chair, to ensure privacy. The Chair should not vote unless a tie-breaker is needed or a committee member has recused him/herself.
- Notify Association Manager and Board of Directors of the award recipient. Work with the Association Manager to write letters and notify the winner. The letter should include an invitation to attend the conference and banquet.
- Contact all nominators whose candidate was not selected and encourage them to submit their nomination again in the future. Nominations are saved for 3 years.
- See that the award recipient is announced in the ChLA *Newsletter* (pending publication) and in other venues thought appropriate by the Board, such as the ChLA website.

- In consultation with the ChLA Association Manager, arrange for the preparation of a framed citation. Consult with committee members about the wording of the citation.
- Should the recipient be unable to attend the conference, write a suitable letter of congratulations and arrange for delivery of the citation to the recipient as soon after the conference as possible.
- Prepare semiannual reports for the Board, as requested by the Association Manager.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices
- Upon completion of term as Chair, forward all relevant files to the new Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

- Offer nominations for consideration by the committee.
- Assess nominations with other committee members. Vote in a timely fashion.
- Assist in completing the citation and presenting it to the recipient at the conference, if needed.
- Respond in a timely fashion throughout the year to matters affecting the Jordan Award committee.

Astrid Lindgren Memorial Award Nominations and Nominating Committee

Award Description:

Formed in 2006, the ChLA Astrid Lindgren Memorial Award Nominating Committee is charged with overseeing the Association's nominations for the Astrid Lindgren Memorial Award. The Astrid Lindgren Memorial Award was established in 2002 by the Swedish government to honor the author Astrid Lindgren (who died in 2002 at the age of 94) and to promote children's literature around the world. It is administered by the Swedish Arts Council and is awarded annually to a writer, illustrator, and/or promoter of reading from anywhere in the world. The winners are chosen from among nominations submitted by nominating organizations from around the world, including ChLA. The award is presented in May in Sweden. ChLA has acted as a nominating body since 2003. The deadline for nominations annually is May 15 and up to $350 has been allocated in the ChLA general budget for the purchase of books to be sent to Sweden in support of the nominations annually.

Award Details:

As a nominating body, ChLA (via the Astrid Lindgren Memorial Award Nominating Committee) may nominate up to four candidates in the award categories of: author, illustrator, oral storytelling, and reading promotion. Details regarding eligibility and nomination may be found on the Astrid Lindgren Memorial Award website's "How to Nominate" page.

Submission Deadline:

Varies - typically in the middle of May

Submission Guidelines:

For full details and submission requirements, see the Astrid Lindgren Memorial Award website's "How to Nominate" page.

Astrid Lindgren Memorial Award Nominating Committee:

Committee Composition:

- **Chair:** appointed by the President with the approval of the Executive Board.
- **Members:** three members of the Association, appointed by the President with the approval of the Executive Board.

- **Terms of Service:** three years.

Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- Working with the Association Manager, the committee Chair will solicit nominations for the award by including a request for nominations form in the renewal materials sent to ChLA members in the fall or by email. In the nominating form, nominators are encouraged to provide the contact information of the nominated author/illustrator/organization as well as links to resources that provide information about the nominee's contributions to children's literature and literacy.
- The Chair will work with committee members to select nominees to include on the ballot sent to all ChLA members in spring. The Chair will compile the biographical statements written by committee members for the nominees and submit them to the Association Manager.
- The Chair will collect and submit to the Swedish Arts Council the nominations for the award prepared by the committee members.
- The Chair will contact the Swedish Arts Council to find what books (if any) by ChLA nominees are already part of their collection. The Chair will compile a list of books for ChLA to purchase and work with the Association Manager to make sure the books are secured and sent to the Swedish Arts Council for review with the nomination.
- The Chair will announce that year's nominees as part of the report to the membership during the annual membership meeting.
- The Chair will report to the membership the latest winner of the Astrid Lindgren Memorial Award at the annual membership meeting.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices
- Upon completion of term, forward all relevant files to incoming committee Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

- The committee members will suggest potential nominees for the spring ballot. They will help write brief statements about the nominees selected for inclusion on that ballot.
- Committee members, including the Chair, will work in teams of two. Each team will draft a nomination for one of the nominees. These drafts will be shared with all committee members for editorial suggestions.
- The committee members will each be assigned one of the nominations for the award. Working from models, they will complete the nomination packets and send them electronically to the Chair.

Article Award and Award Committee

Award Description:

The ChLA Article Award is given annually by the Children's Literature Association to recognize outstanding articles of literary criticism published in English on the topic of children's literature within a given year.

Award Details:

Whereas the Article Award Committee establishes its own list of nominations as part of its duties, any member of the Association may submit their nomination for this award to the Committee Chair by way of an online nomination form by the award deadline.

The winner of this award receives:

- Cash prize presented at the annual banquet. (Award amount is determined by the Board of Directors each year.)
- Award certificate.
- Complimentary conference registration.

Submission Deadline:

August 31

Submission Guidelines:

- Nominations from members of the Association should be submitted online through the website.
- Eligible articles must be written in English exclusively by the author(s) or translator(s) whose name(s) appear(s) on the article and must have been published two years prior. (Example: Articles awarded in 2019 would be published in 2017)
- Articles should provide new insights into the field, making a distinct or significant scholarly contribution to the understanding of children's literature.
- Reprints of previously published articles are not eligible.
- Essays written by members who have received the Article Award in the past are not eligible for consideration; however, if a previous award winner has

co-authored an essay with another member who has not received this award, that essay is considered eligible.

- Authors whose essays have been recognized as honor essays in previous years are eligible to receive the Article Award.

Article Award Committee:

Committee Composition:

- **Chair:** appointed by the President with the approval of the Executive Board.
- **Members:** six members of the Association, elected on a rotating basis to ensure staggered membership.
- **Terms of Service:** three years.

Chair Responsibilities:

- Upon receiving notice of new members from the Association Manager after the election results in the spring, send a welcome note to the new members and a thank-you note to the retiring ones.
- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- During the summer, circulate and share information with the rest of the committee regarding the nominations and voting procedure for the upcoming year. In a first step, work on a short list of nominees (mid-winter), then move onto the vote for the best article out of a final short list of five to six articles (early spring).
- Working in coordination with the Judith Plotz Award Committee Chair, gather all exceptional articles appearing in other scholarly journals than the following journals which are systematically taken under consideration: *ALAN Review*, *Children's Literature, ChLA Quarterly, The Lion and the Unicorn, Children's Literature in Education*, *Jeunesse: Young People, Texts, Cultures* (formerly titled *Canadian Children's Literature), Research on Diversity in Youth Literature* and other journals at the discretion of the committee Chair.
- Encourage the committee members and other interested sources to electronically submit articles (potentially including chapters in edited collections) that they find elsewhere and consider of prize-winning quality.

- Keep tally of the votes, make sure each committee member works at an even pace, and send prompt responses to the committee members. The Chair does not vote unless a tiebreaker is needed or a committee member has recused him/herself.
- Notify each committee member of the winner. Notify the Association Manager of the award recipient and runners-up of their selections, and work with them to notify winners. Verify that the winner can attend the conference banquet and forward this information to the Association Manager.
- Prepare semiannual reports or annual report as warranted for the ChLA Executive Board on the work of the committee as requested by the Association Manager.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices
- Present the winner, and the runner-up(s) with their certificate(s), at the conference banquet. If the winners cannot attend, arrange to have the Association Manager mail the certificates and check shortly after the conference. (Awards are currently presented by the President of the Association, but the Committee Chair could be asked to present in the place of the President.)
- Upon completion of term, forward all relevant files to the incoming Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

- Read all articles assigned for a given year in the journals officially considered, as well as any articles distributed by the Chair of the committee.
- Share information with the Chair.
- Respect deadlines for the different steps of the selection process. In the first round, read all articles in four journals assigned by committee Chair per member. Nominate top five articles in these journals for consideration by the entire committee. In the second round, read all articles nominated by all committee members.
- Clearly indicate the ranking of the final vote for identification of the runners-up.

Book Award and Award Committee

Award Description:

Awarded annually by the Children's Literature Association to recognize outstanding book-length contributions to children's literature history, scholarship, and criticism.

Award Details:

Whereas the Book Award Committee establishes its own list of nominations as part of its duties, any member of the Association may submit their nomination for this award to the Committee Chair by way of an online nomination form by the award deadline.

The winner of this award receives:

- Cash prize presented at the annual banquet. (Award amount is determined by the Board of Directors each year.)
- Award certificate.
- Complimentary conference registration.

Submission Deadline:

August 31

Submission Guidelines:

- Nominations from members of the Association should be submitted online through the website.
- Eligible titles must be published, book-length works that make a distinct or significant contribution to the scholarly and/or theoretical understanding of children’s literature from a literary, cultural, historical, or theoretical perspective, at the committee Chair’s discretion.
- They must be written in English exclusively by the author(s) or translator(s) whose name(s) appear on the title page and must bear a copyright date of the year under consideration (two years prior to the award date; for example, a book awarded in 2019 would have been published in 2017).
- Translations published in the year under review may be considered regardless of what year the book was published in its first language. Reprints or new editions of previously published books are not eligible.

- The focus of the study should be a literary, historical, theoretical, or cultural examination of children's literature, children's texts, and/or children's culture. Critical biographies and studies of children's films and other media texts are included in this criteria, as are studies that include to a minor degree texts primarily intended for adults or which extend beyond an exclusively children-oriented cultural or historical context. Texts with a primarily pedagogical focus are not included, nor are anthologies or *Festschriften*, reference works, textbooks; honors papers, masters theses, or doctoral dissertations, unless reworked as a book.
- The book should be well written and engaging.
- Should a book written by any committee member (including the Chair) be eligible for consideration by that committee for the voting year, that member should recuse herself or himself for the voting year or withdraw the book from consideration. Should the Chair need to recuse themselves, the ChLA President should then appoint an acting Chair for the remainder of that voting period.
- In the case of a tie vote, the Chair should vote to break the tie.
- Books written by members who have received the Book Award in the past are not eligible for consideration; however, if a previous award-winner has co-authored a book with another member who has not received this award, that book is considered eligible.
- Authors whose books have been recognized as honor books in previous years are eligible to receive the Book Award.

Book Award Committee:

Committee Composition:

- **Chair:** appointed by the President with the approval of the Executive Board.
- **Members:** six members of the Association, elected on a rotating basis (two new members per year) to ensure staggered membership.
- **Terms of Service:** three years.

Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.

- Seek nominations for each annual award from the Association membership in general and committee members in particular, as well as publishers and publishers' representatives at conferences and on campus, and search for additional appropriate entries in publishers catalogues and on various printed lists and electronic databases, including the OCLC.
- Prepare an annual, preliminary list from those books that appear to meet the selection criteria for the award.
- Distribute the preliminary list to the committee for initial screening.
- Receive suggestions for additions to and deletions from the preliminary list from committee members.
- Prepare and distribute one or more intermediary lists based on personal assessment, continued inquiry, and reports of committee members reviewing books on the preliminary and intermediary lists.
- Compile and distribute a short list of qualified recipients for close reading by all members of the committee.
- Request electronic copies (either in pdf or via other electronic access)* of each nominated book from the authors (for those that were not already submitted with the nomination) and distribute these to committee members for review. (*Note: This should be a final, published copy of the book, not word documents or uncorrected proofs).
- Type, distribute, and tabulate the results of the ballot consisting of those books that are considered to be finalists.
- Notify the President and Association Manager of the winner(s) and their ranking, such as first, second, third, or honorable mention, and of the Recommended Books list, should such list be developed in a given year by the committee.
- Assist in providing material for news releases to announce the results of the committee's work and to provide publicity both for the winning author(s), title(s), and publisher(s) and the Association.
- At least one month prior to the scheduled presentation of the award, request that the Association Manager have a check prepared in the name of the winner(s) for the award amount, determined by the Board of Directors each year, and prepare an award certificate. If attending the conference, the winner also receives complimentary registration, which should be arranged by the Association Manager.

- Announce and/or present the award at the Awards Banquet at the annual meeting of the Association.
- Submit semiannual reports or an annual report as warranted as requested by the Executive Board.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices
- Schedule and conduct a meeting of the committee at the annual meeting, if one is desired.
- As requested by Association Manager, answer queries, predominately from publishers and authors who are not members of the Association, about the award.
- Upon completion of term, forward all relevant files to the incoming Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

- Assist in identifying books to be considered for the award.
- Secure the books listed for consideration in each year from local libraries, interlibrary loan, and/or personal or private collections.
- Screen each book on the preliminary list against the criteria for the award, reporting to the Chair as soon as possible, ideally within the month, those that are considered unsuitable in any way, and suggest additions to the list that may have been overlooked.
- Review each book on the intermediate list(s) more carefully, again reporting to the Chair promptly any more books that are found unsuitable.
- Read each book on the final, short list completely, reporting in a brief statement to the Chair as each book is completed as to its suitability or unsuitability for the award.
- Vote on the books listed on the subsequent ballot to determine the winner(s) of the award (and their rank).
- Assist in preparing a precis/review/critique of one of the award-winning books to be used in press releases and/or at the presentation of the award.

Edited Book Award and Award Committee

Award Description:

Awarded annually by the Children's Literature Association to recognize the contribution of outstanding collections of essays to children's literature scholarship and criticism.

Award Details:

Whereas the Edited Book Award Committee establishes its own list of nominations as part of its duties, any member of the Association may submit their nomination for this award to the Committee Chair by way of an online nomination form by the award deadline.

The winner of this award receives:

- Cash prize presented at the annual banquet. (Award amount is determined by the Board of Directors each year.)
- Award certificate.
- Complimentary conference registration.

Submission Deadline:

August 31

Submission Guidelines:

- Nominations from members of the Association should be submitted online through the website.
- Eligible titles must be published, book-length edited collections that make a distinct or significant contribution to our understanding of children’s literature from a literary, cultural, historical, or theoretical perspective.
- The focus of the volume should be a literary, historical, theoretical, or cultural examination of children’s literature, children’s texts, children’s media and/or children’s culture. Critical biographies and studies of children’s films and other media texts are included in these criteria, as are studies that include to a minor degree texts primarily intended for adults. Volumes with a primarily pedagogical focus are not included, nor are anthologies, reference works, textbooks, honors papers, master’s theses, or doctoral dissertations, unless reworked as a book.

- They must be written in English exclusively by the authors whose names appear in the list of contributors and the editor(s) whose name(s) appear on the title page.
- Books must bear a copyright date of the year under consideration (two years prior to the award date; for example, a book awarded in 2019 would have been published in 2017).
- Biographical studies and studies of children's films and other media are eligible for nomination.
- New editions of previously published books and books containing reprints of previously published essays are not eligible.
- Volumes with a primarily pedagogical focus and reference works are not eligible.
- Books edited by members who have received the Edited Book Award in the past are not eligible for consideration; however, if a previous award-winner has co-edited a book with another member who has not received this award, that book is considered eligible.
- Authors whose books have been recognized as honor books in previous years are eligible to receive the Edited Book Award.

Edited Book Award Committee:

Committee Composition:

- **Chair:** appointed by the President with the approval of the Executive Board.
- **Members:** six members of the Association, elected on a rotating basis (two new members per year) to ensure staggered membership.
- **Terms of Service:** three years.

Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- Seek nominations for each annual award from the Association membership in general and committee members, as well as publishers and publishers'

representatives, and search for additional appropriate entries in journals, catalogues and electronic databases, including the OCLC.

- Prepare a preliminary list of books that appear to meet the selection criteria for the award.
- Distribute the preliminary list to the committee for initial screening.
- Receive suggestions for additions to and deletions from the preliminary list from committee members.
- Prepare and distribute one or more intermediary lists based on personal assessment, continued inquiry, and reports of committee members.
- Compile and distribute a short list of qualified recipients for close reading by all members of the committee.
- Request electronic copies (either in pdf or via other electronic access)* of each nominated book from the authors (for those that were not already submitted with the nomination) and distribute these to committee members for review. (*Note: This should be a final, published copy of the book, not word documents or uncorrected proofs.)
- Synthesize the results of reports and discussion of books on the short list.
- Notify the Association Manager of the winner(s) and their ranking, such as first, second, third, or honorable mention, and of the Recommended Books list, should the committee develop such a list in a given year, by April 1.
- Assist in providing material for news releases to announce the results of the committee's work and to provide publicity both for the winning author(s), title(s), and publisher(s) and the Association.
- Provide list of books to have available for sale during the conference to the conference organizers.
- Invite award winners to book signing if one is being held.
- Announce and/or present the award at the Awards Banquet at the annual meeting of the Association or arrange for another member of the committee to do so.
- Submit semiannual reports or annual report as warranted as requested by the Association Manager for the Executive Board.

- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices
- Welcome new members as they are elected. Schedule and conduct a meeting of the committee at the annual meeting, if one is desired.
- As requested by the Association Manager, answer queries about the award.
- Upon completion of term, forward all relevant files to the incoming Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

- Assist in identifying books to be considered for the award.
- Locate reliable sources for each book listed for consideration from local libraries, interlibrary loan, personal or private collections.
- Screen each book on the preliminary list against the criteria for the award, reporting to the Chair as soon as possible, ideally within the month, those that seem unsuitable, and suggest additions to the list that may have been overlooked.
- Review assigned books on the intermediate list(s) more carefully, again reporting to the Chair promptly any books that should be deleted or added.
- Read each book on the final, short list completely, reporting to the Chair as each book is completed as to its suitability or unsuitability for the award.
- Vote on the short-listed books to determine and rank the winner(s) of the award.
- Assist in preparing brief critiques of award-winning books to be used in press releases and/or at the presentation of the award.
- If a committee member has an essay in an edited collection under consideration for the award, they should recuse themselves from voting. A recused member can be an active participant in other aspects of committee assignments.

Graduate Student Essay Award and Award Committee

Award Description:

Established by the ChLA Board in 2005 to parallel the Carol Gay Award for undergraduate essays, the Graduate Student Essay Awards recognize outstanding papers written on the graduate level in the field of children's literature. They are considered annually and awarded as warranted. In 2008, the ChLA Board approved giving two separate awards each year, one for an essay written at the master's level and one for an essay written at the doctoral level.

Award Details:

Faculty members nominate the work of their students for the Graduate Student Essay Awards, which are given in two categories:

- PhD Student Essay Award
- Masters' Student Essay Award

The Graduate Student Essay Awards Committee will, as applications allow, determine a single winner in each category and may recognize one or more "honor" (runners-up) essays.

Winners in each category receive:

- Cash prize presented at the annual banquet. (Award amount is determined by the Board of Directors each year.)
- 1-year complimentary ChLA membership.
- Invitation to present their award-winning paper during a session of the Annual Conference.
- Complimentary conference registration .
- Award certificate.

Submission Period:

December 15 – February 1

Submission Guidelines:

Essays considered for the Graduate Student Essay Awards may be nominated by a faculty member on behalf of a student at their institution or elsewhere. Graduate students may nominate their own essay or another graduate student's essay for this award.

- Nominations should be submitted electronically via the form provided by the organization.
- Essays written by a student with a faculty member cannot be nominated by the faculty member serving as co-author of the nominated paper.
- Only two submissions per year per outside nominator will be accepted; these nominations must be for two different graduate students' work. Self-nominators may only submit one essay per year.
- This award may only be won once by an individual student at each level (Master's, PhD); previous winners will not be eligible.
- Identifying information (for either authors or nominators) should appear in the nomination form only and not in the nominated essay document. Submissions will be anonymized before they are reviewed by the ChLA Graduate Student Essay Awards Committee.
- Essays nominated for consideration must be at least 3000 words in length and should not exceed 7500 words, including notes and works cited.
- All nominated essays should conform to MLA, APA, or Chicago style.
- No nominated work should be published at time of submission.
- Submissions should demonstrate familiarity with previous scholarship and should contain original, distinctive ideas.

Graduate Student Essay Award Committee:

Committee Composition:

- **Chair:** ChLA Past President
- **Members:** Three or four members of the Association selected by the Past President
- **Terms of Service:** One year

Chair Responsibilities:

- Soon after the February 1 submission deadline, convene the Awards Committee to organize evaluation of the nominated papers.
- Establish evaluation guidelines or a system for the committee to follow.
- Submit the names of the winners and runners-up in each category to the Association Manager by the April 1 deadline.
- Prepare an end of the year report to the Board on the activities associated with this process.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.
- Work with the Association Manager to send congratulatory letters/emails to the winners and honorees (runner ups). If the committee wishes, these letters may include specific comments regarding the content of the essay.
- Write thank you letters to the judges to be included in their files.

Committee Member Responsibilities:

- Attend Committee meetings as organized by the Chair.
- Contribute to the evaluation and judging of papers submitted for consideration.

Association Manager Responsibilities:

- Inform Conference Chair and *Newsletter* (pending publication) who the winners are.
- Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)
- Prepare award certificate
- The Association Manager should make certain conference information is sent to the student and follow-up with the student to assist with helping them register for the conference.

Judith Plotz Emerging Scholar Award and Award Committee

Award Description:

The Judith Plotz Emerging Scholar Award is given annually by the Children's Literature Association to recognize outstanding articles of literary criticism focused on children's literature by new, never-before-published authors. Please note that while the award will most often be given to the first article published by a given author, eligibility may be determined at the discretion of the committee in certain cases if, for instance, the author has published a single article outside the field of children's literature while in graduate school. However, authors who have a record of publications in another field will not be considered for the award.

Award Details:

Whereas the Judith Plotz Award Committee establishes its own list of nominations as part of its duties, any member of the Association may submit their nomination for this award to the Committee Chair by way of an online nomination form by the award deadline.

Award Funding:

The Judith Plotz Emerging Scholar Award will be funded by an endowment made by the Plotz family in honor of Judith Plotz, the details of which follow:

- The initial gift to fund the award will be $10,000.
- Funds from this gift are restricted and shall only be used for the monetary award for the Judith Plotz Emerging Scholars Award.
- The funding shall be invested with the objective of preserving its assets in an appropriate vehicle (which may include certificates of deposit, Treasury bills, mutual funds, exchange traded funds, equities, or fixed income securities), with the goal earnings of 3-5% annually. The asset allocation shall be determined by the Executive Board, in consultation with management company advisors.
- The intent is to fund the award from the earnings, in an effort to keep the principal intact. If the earnings are such that the principal is depleted to fund the award, the Plotz family may consider an additional gift to ensure the continuation of the award.

- Award level shall range from $250 to $500 dependent on earnings in any given year. The minimum award amount shall be $250 if earnings are at or below the level of $250. The maximum award shall be $500.

Award:

The winner of the Judith Plotz award receives:

- Cash prize presented at the annual banquet. (Award amount is determined by the Board of Directors each year.)
- Complimentary conference registration.
- Award certificate.

Submission Deadline:

October 10

Submission Guidelines:

- Nominations from members of the Association should be submitted online through the ChLA website.
- The focus of the article should be a literary, historical, theoretical, or cultural examination of children's texts and/or children's culture, although other items may also be included in the analysis.
- Eligible articles must be the first article published by a given author and must be written in English exclusively by the author(s) or translator(s) whose name(s) appear(s) on the article and must have been published during the year under consideration.
- Articles should provide new insights into the field, making a distinct or significant scholarly contribution to the understanding of children's literature.
- Reprints of previously published articles are not eligible.

Judith Plotz Award Committee:

Committee Composition:

- **Chair:** Appointed by the President with the approval of the Executive Board.
- **Members:** six members of the Association, elected on a rotating basis (two new members per year) to ensure staggered membership.

- **Terms of Service:** three years.

Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- Upon receiving notice of new members from the Association Manager after the election results in the spring, send a welcome note to the new members and a thank-you note to the retiring ones.
- During the summer, circulate and share information with the rest of the committee regarding the nominations and voting procedure for the upcoming year. In a first step, work on a short list of nominees (mid-winter), then move onto the vote for the best article out of a final short list of five to six articles (early spring).
- Working in coordination with the Article Award Committee Chair, gather all exceptional articles appearing in other scholarly journals than the following journals which are systematically taken under consideration: *Children's Literature, ChLA Quarterly, The Lion and the Unicorn, Children's Literature in Education*, *Marvels and Tales, Jeunesse: Young People, Texts, Cultures* (formerly titled *Canadian Children's Literature),* and *Papers: Explorations into Children's Literature.*
- Encourage the committee members and other interested sources to forward articles (potentially including chapters in edited collections) that they find elsewhere and consider of prize-winning quality. Photocopy and make sure to distribute them to the other members of the committee.
- Appropriately research the author of the article to determine if this is the first article published by that given author.
- Keep tally of the votes, make sure each committee member works at an even pace, and send prompt responses to the committee members. The Chair does not vote unless a tie-breaker is needed or a committee member has recused him/herself.
- Once the winner is identified, notify ChLA President and ChLA Association Manager Send the names of the winner(s) by April 1 to the Association Manager. Request that the Association Manager request a check be prepared by the Staff Accountant in the name of the winner(s) for the award amount, plus the

Association Manager should prepare award certificates for both winner and any runner-ups.

- Notify each committee member of the winner. Notify the award recipient and runner-up of their selections. Verify that the winner can attend the conference banquet and forward this information to the Association Manager.
- Prepare semiannual reports or annual report as warranted for the ChLA Executive Board on the work of the committee as requested by the Association Manager.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Present the winner with the certificate and check, and the runner-up(s) with their certificate(s), at the conference banquet. If the winners cannot attend, arrange to have the Association Manager mail the certificates and check shortly after the conference.
- Upon completion of term, forward all relevant files to the incoming Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

- Read all articles assigned for a given year in the journals officially considered, as well as any articles distributed by the Chair of the committee.
- Share information with the Chair.
- Respect deadlines for the different steps of the selection process. In the first round, read all articles in four journals assigned by committee Chair per member. Nominate top five articles in these journals for consideration by the entire committee. In the second round, read all articles nominated by all committee members.
- Clearly indicate the ranking of the final vote for identification of the runners-up.

Mentoring Award and Award Committee

Award Description:

The ChLA Mentoring Award recognizes excellence in mentoring taking place within the ChLA and extending beyond the boundaries of the mentor's own university. Awardees will have contributed in significant ways to enhancing others' scholarship and/or professional careers within the field of children's literature over a substantial period of time. Such mentorship may take place in a variety of contexts, including but not limited to organizational committee work, journal or other professional editing work, ChLA discussions of teaching and/or career-building, informal contacts, and the mentoring of underrepresented scholars.

Award Details:

Any member of the Association may submit their nomination packet (see "Submission Guidelines," below) for this award to the Committee Chair by the award deadline.

The winner of the award receives:

- Framed certificate, presented at the Annual Conference.
- Copy of nomination packet.
- Complimentary conference registration.

Submission Period:

December 15 - February 1

Submission Guidelines:

- Nomination packets will be assembled by a nominator who has decided to lead this task and to solicit additional material from others who may be interested in furthering the nomination.
- Packets should contain 3-5 letters and a cover sheet with the name and contact information of the nominee and the nominator. Packets should total no more than 10 pages in length, excluding the cover sheet. At least two letters must come from people who have never been students or departmental colleagues of the nominee, and all nomination letters must come from current ChLA members.

Mentoring Award Committee:

Committee Composition:

- **Chair:** ChLA Past President
- **Members:** two to three members of the Association, at least one of which is drawn from the ranks of recent Mentoring Award winners
- **Terms of Service:** one year

Chair Responsibilities:

- The Chair of the awards committee may include in the nominations pool nominations submitted previously that did not result in an award or may invite nominators to resubmit updated materials.
- Send the names of the winners and any runners-up, should any be chosen, by April 1 to the Association Manager.
- Prepare an end of the year report to the Board on the activities associated with this process.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.
- Copy the chief nominators on award notification emails.
- Once the award winner(s) is chosen, the Chair notifies the committee of the winner, and writes the formal letter notifying the award winner(s), copying the Association Manager, the Grants & Awards Coordinator, and Award Nominator (if applicable) on these emails. A packet of nomination letters should be sent with each award letter. The chief nominator for the award should be copied on award letter emails. Copies of these letters will be included in the materials passed along to the next committee Chair.Work with the Association Manager to send congratulatory letters/emails to the winners.
- Write thank you letters to the judges to be included in their files.

Committee Member Responsibilities:

- Read the contents of all nomination packets distributed by the Chair of the committee.
- Share information with the Chair.
- Participate in the deliberation and judging process.

Phoenix Award and Award Committee

Award Description:

The Children's Literature Association Phoenix Award recognizes books of exceptional literary merit. First presented in 1985, it is given to the author, or the estate of the author, of a book for children first published twenty years earlier that did not win a major award at the time of its publication but which, from the perspective of time, is deemed worthy of special attention. Since 1989, honor books have also been named.

Award Details:

The winner of the award receives:

- Engraved statue.
- Complimentary hotel accommodations for up to four (4) nights.
- Complimentary conference registration .
- Travel reimbursement on an economy class flight. Award recipients should make their own travel arrangements and work with the Association Manager for reimbursement.
    - NOTE: If the Phoenix winner is not able to attend the conference funds can be used to bring the honor recipient to the conference.

Any honor winners receive an award certificate

Submission Period:

Annual Conference during which the Committee prepares its shortlist for the award.

NOTE: The deliberation work of the Committee begins two years in advance of each award (e.g., reading and deliberation for an award to be granted in 2019 begins in 2017).

Submission Guidelines:

- The award goes to a book published in the year twenty years before the Annual Conference at which it is awarded. The 2024 award, for example, is for a book published in 2004 and that has been suggested for consideration by the committee by 2022.

- The book must have been originally published in English. Books do not need to have a minimum page count to be considered.
- The book must not have won a major award although it may have been a finalist, honor book, runner-up, or commended, whatever term is used. A book is ineligible for consideration if it has won any one of the following awards or prizes:
    - Australian Children's Book of the Year Award
    - Boston Globe-Horn Book Award
    - Governor General's Literary Awards
    - Canadian Library Association Book of the Year for Children Award
    - Canadian Library Association Book of the Year for Young Adults
    - Carnegie Medal
    - Coretta Scott King Award
    - Guardian Children's Fiction Prize
    - Michael L. Printz Award
    - National Book Award for Young People's Literature
    - New Zealand Library Association Esther Glen Medal
    - Newbery Medal
    - Newbery Honor Medal
    - Pura Belpré Award
    - Whitbread Children's Book Award (Renamed the Costa Book Award, 2006)
    - The Nebula Award (added in 2008)
    - The Hugo Award (added in 2008)
    - Amelia Elizabeth Walden Award (added in 2026)
    - Other major awards may be added in future years.

- The book may be a retelling or an edited work, such as an anthology, not simply a reprinting or new edition.

- The book is to be judged on its literary merit.
- The book does not have to be in print.
- The author does not have to be alive.

Phoenix Award Committee:

Committee Composition:

- **Chair:** appointed by the President with the approval of the Executive Board.
- **Members:** four members of the Association, elected on a rotating basis to ensure staggered membership.
- **Terms of Service:** three years.

Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- Solicit suggestions for the award reading list from the committee, ChLA members, and others, as well as consult the ALA Notable Books of the Year, Fanfare, and starred reviews or special lists in such publications as *The Horn Book* and *Kirkus Review*, including recommended lists for books published in English internationally.
- Check recommended titles to verify eligibility and ask committee members also to check for eligibility when submitting suggestions and nominations.
- In collaboration with committee members, set a schedule of deadlines each year for a) submitting contributions to the reading list for the year under consideration, b) narrowing the common reading list to an agreed upon number of books that all committee members will read closely, and c) nominating books from the common list. For example, the comprehensive list for suggested reading may be compiled in June before the conference, narrowed down to a common reading list in September, and two rounds of nominations scheduled for January and February,

with those nominations to be read closely for discussion at the next conference. The Chair will send timely reminders in advance of these due dates.

- Call for two rounds of three nominations each, with rationales, from each committee member, compile all nominations, and distribute them in advance of the Annual Conference.
- Call and set the agendas for, and conduct committee meetings during the Annual Conference, and arrange for meeting space with the conference coordinator.
- In cooperation with the Phoenix Picture Book Committee and the Communications Committee, announce the winning books at the general meeting and/or banquet at the close of the Annual Conference, or as otherwise agreed upon.
- Facilitate committee agreement on voting procedures and cast the deciding vote for the winner in the event of a tie that cannot be resolved through consensus building. Guide the committee in deciding whether to name an honor book, with a maximum of two.
- Communicate the results of the vote to the committee, ChLA President, Association Manager, and appropriate Conference Chair.
- Determine the means by which the winner and honor designees may be contacted and make arrangements with the ChLA President for informing the authors of their respective award or honor.
- The Conference Chair, in consultation with the Association Manager, invites the award winner to the Annual Conference and makes the arrangements to have the award winner present at the conference to receive the award. Beginning in 2008, the travel, lodging, and other expenses of the award winner are covered by ChLA although either the Association Manager or Conference Chair may seek assistance from the winner's publisher.
- Notify the publisher of the award and honor books, if any, for acknowledgement in any future edition of the work(s), and, if the award book is out of print, discuss the possibility of a reprinting or the reproduction of facsimile copies for ChLA members.
- Handle such committee correspondence as acknowledging nominations, informing the winners, and keeping committee members apprised of developments.

- Send the necessary information to the Association Manager annually so that the Phoenix award can be inscribed.
- Provide the Communications Committee with descriptions of the winning and honor books for their use in preparing press releases for distribution to review journals, listservs, and other venues.
- Prepare the committee's semiannual reports, usually October and May, for the Executive Board and any other reports requested by the President and the Board.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Arrange with conference organizer to order the winning book, and honor books if desired, and have the author present at a book signing.
- Prepare a call for papers (as needed), organize, and Chair the Phoenix Award Committee dedicated panel session, together with the Chair of the Phoenix Picture Book Award, at the Annual Conference.
- Introduce, and present the award to, the winning author at the banquet during the ChLA Annual Conference.
- Upon completion of term, forward all relevant files to the incoming Chair at the time of the Annual Conference, send all appropriate records to the ChLA business office for archival purposes, and review and update committee procedures to be consistent with any changes made during one's tenure.

Committee Member Responsibilities:

- Attend meetings to conduct committee business called by the committee Chair during the Annual Conference.
- New members who wish to receive orientation to committee procedures are invited to sit in on committee meetings at the Annual Conference in the year they are elected, but they will not vote on the winners that year.
- Assist in setting a schedule of deadlines for drawing up lists of suggested readings, narrowing suggestions to a common reading list, and submitting nominations for the award. Closely read all books on the common reading list and submit two rounds of three nominations with written rationales in advance of the Annual Conference.

- Select the Phoenix winner by written ballot conducted after thorough discussion of each nominated book, to take place in person on the day preceding the Annual Conference. Each committee may establish its own procedures for voting.
- Assist the Chair in the organizing and attend the Phoenix Award Committee dedicated panel session about the winner and honor books at the Annual Conference. On occasion committee members may be asked to contribute a paper in the event that the open call for papers does not produce satisfactory proposals.
- Share work on publicity for the award, such as writing descriptions of winning books and contributing ideas about enhancing the reputation and influence of the Phoenix Award.

Phoenix Picture Book Award and Award Committee

Award Description:

The Children's Literature Association Phoenix Picture Book Award recognizes an exemplary picture book that conveys its story (whether fact or fiction) through the synergy between pictures and text, or through pictures alone if there is no text. First presented in 2013, the Phoenix Picture Book Award will be given to the author and/or illustrator, or the estate of the author and/or illustrator of a book for children first published twenty years earlier that did not win a major award at the time of its publication but which, from the perspective of time, is deemed worthy of special attention.

Award Details:

The winner of the award receives:

- Engraved statue.
- Complimentary hotel accommodations for up to four (4) nights.
- Complimentary conference registration.
- Travel reimbursement on an economy class flight. Award recipients should make their own travel arrangements and work with the Association Manager for reimbursement.
    - NOTE: If the Phoenix Picture Book winner is not able to attend the conference, funds can be used to bring the honor recipient to the conference.

Any honor winners receive an award certificate

Submission Period:

Annual Conference during which the Committee prepares its shortlist for the award.

NOTE: The deliberation work of the Committee begins one year in advance of each award (e.g., reading and deliberation for an award to be granted in 2019 begins in 2018).

Submission Guidelines:

- The award goes to a book published twenty years before the Annual Conference at which it is awarded. The 2024 award, for example, will be for a book published in 2004.
- The book must have been originally published in English.
- The book must not have won a major award although it may have been a finalist, honor book, runner-up, or commended, whatever term is used. A book is ineligible for consideration if it has won any one of the following awards or prizes:
    - Australian Children's Book of the Year Award
    - Boston Globe-Horn Book Award
    - Governor General's Literary Awards
    - Canadian Library Association Book of the Year for Children Award
    - Carnegie Medal
    - Kate Greenaway Medal
    - Coretta Scott King Award
    - New Zealand Post Book Awards for Children & Young Adults
    - Caldecott Medal or Caldecott Honor
    - Other major awards may be added in future years.
- The book may be a retelling or an edited work, such as an anthology, not simply a reprinting or new edition.
- The book is to be judged on the effectiveness of the interaction (synergy) of pictures and text (if there is text) to tell a story (whether fact or fiction). Excellence of illustrations and text will be considered secondarily. A picture book is defined as a work that is primarily a visual experience that shows respect for the understanding of a child audience.
- The book does not have to be in print.

- The author or illustrator does not have to be alive.

Voting Procedures:

- Voting will be on the books nominated by committee members.
- Voting procedure will be as follows:
    - Four (4) points for first place;
    - Three (3) points for second;
    - Two (2) points for third.
    - The winner must get a majority of first place votes (at least 3).
    - Honor books are decided upon by the committee, but a book has to have had at least one third place vote in the final ballot for the winning book to be considered as an honor book.

Phoenix Picture Book Award Committee:

Committee Composition:

- **Chair:** appointed by the President with the approval of the Executive Board (Note: this term is renewable).
- **Members:** four members of the Association, elected on a rotating basis to ensure staggered membership.
- **Terms of Service:** three years.

Chair Responsibilities:

- Following the annual conference and after any changes to the committee composition have been made, confirm the accuracy of the committee member list on the ChLA website and submit any updates or corrections to the Association Manager.
- Solicits nominations for the award and compiles lists of nominees from suggestions from the committee, ChLA members, and others. Asks committee members to volunteer to search such sources as the ALA Notable Books of the Year, Fanfare, and starred reviews or special lists in such publications as *The Horn Book*, *The Horn Book Guide*, *Booklist, Bulletin of the Center for Children's Books, School Library Journal, New York Times Annual List of Best Illustrated Children's Books, The Cooperative Center for Children's Books (CCBC)* and

Kirkus Review, accepting these offers on a first come basis, and taking responsibility for searching any remaining journals and lists.

- Checks the nominations to verify eligibility and asks committee members to check for eligibility before submitting suggestions and nominations.
- Provides a schedule for submission of suggestions for nominations from committee members and collects and distributes the suggestions to committee members.
- Calls for six (6) nominations, with rationales, from each committee member and distributes these nominations and rationales to the committee members so that all will have time to read the nominated books before the June conference.
- Calls, sets the agendas for, and conducts committee meetings to be held during or immediately before the conference. Arranges meeting space and time with the conference coordinator.
- In cooperation with the Communications Committee, announces the winning books at the general meeting at the close of the Annual Conference, or as otherwise agreed upon.
- Votes as a regular committee member and guides the committee in deciding whether there should be one or more honor books.
- Communicates the results of the vote to the committee, ChLA President, Association Manager, and appropriate Conference Chair.
- Determines the means by which the winner and honor designees may be contacted and makes arrangements with the ChLA President for informing the authors and illustrators of their respective award or honor.
- The Conference Chair, in consultation with the Association Manager, invites the award winners to the Annual Conference and makes the arrangements to have the award winner present at the conference to receive the award. Beginning in 2008, the travel on an economy class flight, lodging up to four (4) nights, are covered by ChLA although either the Association Manager or Conference Chair may seek assistance from the winner's publisher. Both author and illustrator (if they are different) will be invited to attend and speak.
- Notifies the publisher of the award and honor books, if any, for acknowledgement in any future edition of the work(s), and, if the award book is out of print, discusses the possibility of a reprinting or the reproduction of facsimile copies for ChLA members.

- Handles such committee correspondence as acknowledging nominations, informing the winners, and keeping committee members apprised of developments.
- In January of the year the award is to be presented, work with the Communications Committee to send an announcement of the award and recipient(s) to such publications as:
    - *ALAN Online*
    - *ALAN Review*
    - *Booklist*
    - *BookLinks*
    - *Jeunesse: Young People, Texts, Cultures* (formerly titled *Canadian Children's Literature*)
    - *Children's Literature in Education*
    - *The Horn Book*
    - *School Library Journal*
    - *The New York Times*
    - *Bookbird*
    - *The Lion and the Unicorn*
- Information about the Annual Conference may be included. Work with the Communications Committee Chair to establish the timing for the announcements for both Phoenix Awards to make them an anticipated event.
- Sends the necessary information to the Association Manager so that the Phoenix award can be inscribed.
- Prepares the committee's semi-annual reports, usually October and May, for the Executive Board and any other reports requested by the President and the Board.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.

- Arranges with the Conference Chair to order the book(s) for sale at the conference and have the author (s)/illustrator(s) present at a book signing.
- Chairs the Phoenix Award Committee session at the conference, and edits, or arranges for the editing of, the session papers to be posted on the Association website.
- Introduces and presents the award to the winning author and illustrator at the banquet during the ChLA Annual Conference.
- Upon completion of term, consults with the incoming Chair and offer assistance, sends all appropriate records to the ChLA business office for archival purposes, and reviews and updates committee procedures to be consistent with any changes made during one's tenure.

Committee Member Responsibilities:

- Attend meetings to conduct committee business called by the committee Chair during or immediately before the conference Commit to attending three Annual Conferences upon acceptance of the position and offer to resign if unable to keep up with the requirements of the committee.
- Volunteer to peruse reviews and award lists in review journals to seek potential nominations.
- Submit suggestions to the Chair (who will promptly distribute the suggestions to the committee), and read the titles suggested by other committee members.
- Nominate a total of six (6) books to be considered for the award, to be submitted by the agreed upon deadline before the June conference.
- Vote on the Phoenix winners by written ballot following in-person discussion on the day preceding the Annual Conference.
- Share work on publicity for the award, including putting out a call for papers or writing papers for the conference session on the Phoenix Picture Book Award, and assisting the Chair in working with author(s), illustrator(s), and publisher(s) on arrangements for the conference session and award ceremony.

Diversity Research Grant and Grant Committee

Grant Description:

The Diversity Research Grant, initiated in 2013 and approved by the Board for disbursement beginning in 2014, is a grant to support research related to children's and young adult cultural artifacts (including media, culture, and texts) about populations that have been traditionally underrepresented or marginalized culturally and/or historically. Applications for this grant are to be considered annually and will be awarded as warranted.

Award Details:

Winners of the Diversity Research Grant receive:

- Cash prize presented at the annual banquet. (Award amount is determined by the Executive Board each year.)
- Award certificate.

Note: In a given year, if there are no proposals for the Diversity Research Grant that the Diversity and/or Grants Committee deems of sufficient quality to support ChLA's aims, no grants will be given. Conversely, if there are multiple Diversity Research Grant proposals of high quality, it is possible that multiple grants will be made in which case the award may be less than the proposed budget.

Eligibility:

- Winners must be members of the Children's Literature Association before they receive any funds.
- Members of the ChLA Diversity Committee are not eligible to apply.
- Recipients of a Diversity Research Grant are not eligible to reapply until the third year from the date of the first award. (In the event the ChLA Board institutes another time interval - whether longer or shorter - the vote of the Board shall supersede the three-year interval rule.)

Restrictions and Conditions:

- Funds may be used for - but are not restricted to -research-related expenses such as travel to special collections, subvention funds, or purchasing materials and supplies.

- The awards may not be used for obtaining advanced degrees, for researching or writing a thesis or dissertation, for textbook writing, or for pedagogical projects.
- Winners must acknowledge ChLA in any publication or other presentation resulting from the grant.
- Within two years of receiving the grant, the recipient will be asked to submit a paper proposal based upon the project for presentation at a ChLA Annual Conference.
- Grant recipients are required to submit a progress report of the project to the Chair of the Diversity Committee by April - May of the year following the award and a summary report of the completed project to the Chair of the Diversity Committee by April - May of the second year, prior to the presentation of the ideas at the conference.

Submission Period:

December 15 – February 1

Submission Guidelines:

- Applications should be submitted electronically through the ChLA website.
- Cover page including name, telephone number, mailing address and email address, as well as academic institution and status/rank (student, professor, librarian, etc.) or institution applicant is affiliated with (library, publisher, etc.), if any.
- A detailed description of the research proposal (not to exceed three single-spaced pages), including:
    - An explanation of its nature and significance (e.g., contribution to the field, methodology).
    - If part of a larger project, indication of the specific work that the grant would support.
    - A tentative budget for this work.
    - The time frame in which the work will be conducted.
    - A vitae that includes a bibliography of major publications and scholarly achievements (degrees, honors, etc.).

- Applications and supporting materials should be written in or translated into English.
- If you are applying for both a Diversity Research Grant and a general ChLA Research Grant, you must state this in your application.

Diversity Research Grant Committee Composition:

The Diversity Research Grant is overseen by the Diversity Committee (See: "Diversity Committee" for details regarding composition and terms)

Committee Responsibilities for the Diversity Research Grant:

Committee Chair Responsibilities:

- Communicate with committee members and the Association Manager concerning committee business and procedures.
- Write to newly elected committee members to inform them of the committee's work.
- Oversee the selection process and collate the committee's votes on applications for the Diversity Research Grant.
- Coordinate with the Grants Committee Chair to review applications submitted to both committees to avoid funding overlap or consider projects that warrant joint funding.
- Inform the Association Manager of the results by April 1.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Upon completion of term, forward all relevant files to the incoming Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

- Guided by the committee Chair, screen all proposals and select the awardee(s).

Grants Committee

Committee Description:

The Grants Committee evaluates applications for the following ChLA research grants: the Hannah Beiter Graduate Student Research Grant and the Faculty Research Grant. Grants are awarded according to the committee's judgments of competitive applications. Policies and procedures for applications are outlined below and are posted on the ChLA website.

Committee Composition:

- **Chair:** appointed by the President, with the approval of the Executive Board.
- **Members:** four members, elected from the general membership.
- **Terms of Service:** three years.

Committee Responsibilities:

This committee is responsible for the administration of two grants:

- Hannah Beiter Graduate Student Research Grant
- Faculty Research Grant

Committee Chair Responsibilities:

- Communicate with committee members and the Association Manager concerning committee business and procedures.
- Review and request the Association Manager update the application guidelines on the ChLA website each year by September 30.
- Respond to requests from individuals and institutions for information about ChLA awards.
- Write to newly elected committee members to inform them of the committee's work.
- Receive and acknowledge applications and letters of recommendation in February from the Association Manager and assure Manager sends submissions to each member of the Grant committee for consideration.

- Oversee the selection process and collate the committee's votes on applications for the Hannah Beiter Graduate Student Research Grant and the Faculty Research Grant.
- Inform committee members of the results.
- Work with the Association Manager to prepare letters notifying all applicants of the results of the Hannah Beiter Graduate Student Research Grant and the Faculty Research Grant competitions.
- Invite award recipient(s) by e-mail to the Annual Conference to accept their awards.
- Coordinate with the Diversity Committee Chair to review applications submitted to both committees to avoid funding overlap or consider projects that warrant joint funding.
- Inform the Association Manager of the results by **April 1.**
- Request the Association Manager have the Staff Accountant prepare a check for each recipient for presentation at the conference banquet if attending or request the check and certificate be mailed to the award recipient if they cannot attend.
- Prepare semiannual reports for the Executive Board.
- Review the Policies and Procedures Manual contents appropriate to the committee and submit any edits or changes to this document necessary to ensure that its contents reflect current committee practices.
- Request progress reports from Faculty Research Grant award recipients by May 31 of the year after receipt of award funding. Progress reports should be submitted by the recipient electronically to the Chair with a copy submitted to the Association Manager. The Association Manager will provide copies of the reports to the Executive Board before the June conference each year as part of the Grant Committee's annual reporting.
- Announce results at the following year's business meeting.
- Upon completion of term, forward all relevant files to the incoming Chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

- Evaluate applications for the Hannah Beiter Graduate Student Research Grant and the Faculty Research Grant and send ratings and comments to Chair.
- Respect the confidentiality of applications, letters of recommendations, and committee votes.
- Assist in publicizing grants.
- Communicate with the Chair to provide information and suggestions.
- Recuse from voting on any proposals of graduate students whom they advise for the Hannah Beiter Graduate Student Research Grant.

Hannah Beiter Graduate Student Research Grant

Grant Description:

The Hannah Beiter Graduate Student Research Grants were established to honor the memory of Dr. Hannah Beiter, a long-time supporter of student participation in the Children's Literature Association. The Beiter Grants have a combined maximum fund of up to $5,000 per year, and individual awards may range from $500 to $1,500, based on the number and needs of the winning applicants.

The grants are awarded for proposals of original scholarship with the expectation that the undertaking will lead to publication or a conference presentation and contribute to the field of children's literature criticism.

This award is administered by the Grants Committee. If there are no proposals for the Beiter Grants that the Grants Committee deems of sufficient quality to support ChLA's aims, no grants will be given.

Award Details:

Winners of the Hannah Beiter Graduate Student Research Grant receive:

- Cash prize presented at the annual banquet. (Award amount is determined by the Executive Board each year.)
- Award certificate.

Eligibility:

- Winners must either be members of the Children's Literature Association or join the Association before they receive any funds.
- Winners will be notified in April, and the awards will be announced at the ChLA Annual Conference. Winners are urged to attend the conference if at all possible and will be notified in sufficient time to make plans to collect travel funding from their institution.
- All graduate students can apply for Beiter Grants, and Grants Committee members agree to recuse themselves from voting on any proposals of students whom they advise.
- Recipients of a Beiter Grant are not eligible to reapply until the third year from the date of the first award. (In the event the ChLA Board institutes another time interval - whether longer or shorter - the vote of the Board shall supersede the three-year interval rule.)

Restrictions and Conditions:

- Beiter grant funds are not intended as income to assist in the completion of a graduate degree (e.g., applied to tuition), but as support for research that may be related to the dissertation or master's thesis.
- The award may be used to purchase supplies and materials (e.g., books, videos, equipment), as research support (photocopying, etc.), to underwrite travel to special collections or libraries, or time release.
- Grant recipients are required to submit a progress report or a summary of the completed project to the Chair of the Grants Committee by April of the year following the award.
- Winners should acknowledge ChLA in any publication resulting from the award.

Submission Period:

December 15 – February 1

Submission Guidelines:

- Proposals should be submitted electronically as an attachment dated within the application period (December 15 - February 1 annually). Incomplete or late applications will not be considered.
- Applications and supporting materials should be written in or translated into English.
- Applications should include the following:
    - Cover sheet including name, telephone number, mailing address and e-mail address, academic institution and status (M.A. candidate, Ph.D. candidate), expected date of degree.
    - A detailed description of the research proposal (not to exceed three single-spaced pages), indicating the nature and significance of the project, where it will be carried out, a detailed budget, and the project timeline/ expected date of completion.
    - A curriculum vitae.
    - Two letters of reference, one of which must be from the applicant's dissertation or thesis advisor, attesting specifically to the significance of

the project and to the applicant's capacity to complete it. These letters should be submitted by email to the ChLA Association Manager at info@childlitassn.org within the application period.

- If an individual applies for both a Beiter Grant and a Diversity Research Grant, this must be stated in the applications.

Faculty Research Grant

Grant Description:

ChLA Faculty Research Grants have a combined maximum fund of up to $5,000 per year, and individual awards may range from $500 to $1,500, based on the number and needs of the winning applicants.

The grants are awarded for proposals dealing with criticism or original scholarship with the expectation that the undertaking will lead to publication and make a significant contribution to the field of children's literature in the area of scholarship or criticism. In honor of the achievement and dedication of Dr. Margaret P. Esmonde, proposals that deal with critical or original work in the areas of fantasy or science fiction for children or adolescents will be awarded the Margaret P. Esmonde Memorial Grant.

The Faculty Research Grant is administered by the Grants Committee. If there are no proposals for the Faculty Grants that the Grants Committee deems of sufficient quality to support ChLA's aims, no grants will be given.

Award Details:

Winners of the Faculty Research Grant receive:

- Cash prize presented at the annual banquet. (Award amount is determined by the Board of Directors each year.)
- Award certificate.

Eligibility:

- Members of the ChLA Executive Board or ChLA Grants Committee are not eligible to apply.
- Recipients of a Faculty Research Grant are not eligible to reapply until the third year from the date of the first award. (In the event the ChLA Board institutes another time interval - whether longer or shorter - the vote of the Board shall supersede the three-year interval rule.)
- Winners must either be members of the Children's Literature Association or join the Association before they receive any funds.

Restrictions and Conditions:

- Funds may be used for - but are not restricted to – research-related expenses such as travel to special collections, purchasing materials and supplies or time release.
- The awards may not be used for obtaining advanced degrees, for researching or writing a thesis or dissertation, for textbook writing, or for pedagogical projects.
- Grant recipients are required to submit a progress report or a summary of the completed project to the Chair of the Grants Committee by April - May of the year following the award.
- Winners should acknowledge ChLA in any publication resulting from the grant.

Submission Period:

December 15 – February 1

Submission Guidelines:

- Proposals should be submitted electronically through the ChLA website as an attachment dated within the application period (December 15 - February 1 annually). Incomplete or late applications will not be considered.
- Proposals should take the form of a single Word document and include the following information:
    - Cover page including name, telephone number, mailing address and e-mail address. Academic institution and status/rank (professor, librarian, etc.); or institution applicant is affiliated with (library, publisher, etc.).
    - A detailed description of the research proposal (not to exceed three single-spaced pages), indicating the nature and significance of the project, where it will be carried out, a detailed budget, and the project timeline/expected date of completion.
    - A curriculum vita that includes a bibliography of major publications and scholarly achievements (degrees, honors, etc.).
- Applications and supporting materials should be written in or translated into English.

- If an individual applies for both a Faculty Research Grant and a Diversity Research Grant, this must be stated in the applications.
- Grants are to support projects that are in progress. The funds cannot be used for projects that have already been completed.

Vivian Yenika-Agbaw Global Scholarship Grant and Grant Committee

Grant Description:

Overseen by the Global Committee, the Vivian Yenika-Agbaw Global Scholarship Grant helps to mitigate conference expenses for one or more scholars who will be presenting their work at the Annual Conference at the Global Committee's dedicated and guaranteed panel. During even years (with in-person conferences), monies from the grant may support both an invited international scholar ("Vivian Yenika-Agbaw Global Scholarship Grant") and the panelists who will participate in the Committee's panel at the Annual Conference ("Global Honor Award"). During odd years (with virtual conferences), the Global Committee can offer up to four conference fee waivers for attendees presenting in the committee's guaranteed panel.

Award Details:

During odd years (with virtual conferences):

- Up to four conference fee waivers for presenters participating in the Committee's guaranteed panel.

During even years (with in-person conferences):

- Funds of up to $3000.00 are available to support presenters participating in the Global Committee's guaranteed panel. The Global Committee decides on the amount to award to each panelist, keeping in mind that the majority of available funding is typically awarded to the Vivian Yenika-Agbaw Global Scholarship Grant recipient.
- The winner of the Vivian Yenika-Agbaw Global Scholarship Grant receives:
    - Reimbursement for travel and conference expenses (up to $2000.00).
    - Award certificate.
- The winners of the Global Honor Award receive:
    - Support for travel and registration for the Annual Conference.
    - Award certificate.

Eligibility:

Submission Deadline:

September 15

Submission Guidelines:

Vivian Yenika-Agbaw Global Scholarship Grant Committee Composition:

The Vivian Yenika-Agbaw Global Scholarship Grant is overseen by the Global Committee (See: "Global Committee" for details regarding that Committee's responsibilities, composition, and terms)

June Cummins Diversity Conference Travel Grant and Grant Committee

Grant Description:

Named in honor of June Cummins, one of the founding members of ChLA's Diversity Committee, the grant supports the professional development of students and scholars from minority communities. The award aims to specifically support students, contingent (adjunct/part-time) faculty, and independent scholars from underrepresented groups who are presenting research/papers that focus on matters of diversity, equity, and inclusion.

The grant is intended to encourage and enable minority scholars to attend and present at a Children's Literature Association conference. Priority will be given to applicants who are not receiving funding from their institutions and who have not received a June Cummins Diversity Conference Travel Grant in the previous year.

Award Details:

Winners of the June Cummins Diversity Conference Travel Grant receive:

- During even years (with in-person conferences):
    - Cash prize presented at the annual banquet. (Award amount is determined by the Executive Board each year.)
    - Award certificate.
- During odd years (with virtual conferences):
    - Conference fee waiver.
    - Award certificate.

Eligibility:

- The award aims to specifically support students, contingent (adjunct/part-time) faculty, and independent scholars from underrepresented groups who are presenting research/papers that focus on matters of diversity, equity, and inclusion.

Submission Period:

December 15 – February 28

Submission Guidelines:

- Applications should be submitted electronically through the ChLA website.
- Proposals should take the form of a single Word document. For full consideration, applicants must send the following materials before the established deadline:
    - A cover sheet with the applicant's name, status/rank/institutional affiliation (if applicable), mailing address, telephone number, and email.
    - A personal statement (of no more than 1,000 words) that includes the following:
        - A brief autobiographical description that indicates the applicant's minority status.
        - The title of the paper that will be presented at ChLA.
        - A description of how the applicant's paper/presentation addresses matters of diversity, equity, and/or inclusion.
        - A brief description of how the applicant's broader scholarship and/or teaching address issues of diversity in the field of children's and young adult literature.
        - A statement of how the applicant will benefit from attending the conference.
        - A statement describing other sources of funding, if any, that will support the applicant's trip.
    - An abbreviated 1-2 page CV.

June Cummins Diversity Conference Travel Grant Committee Composition:

The June Cummins Diversity Conference Travel Grant is overseen by an ad-hoc committee organized by the Chair of the Diversity Committee (See: "Diversity Committee" for details regarding that Committee's responsibilities, composition, and terms)

- **Chair:** the Chair of the Diversity Committee acts as the Chair of this grant committee.

- **Members:** three or four members, selected by the Chair of the Diversity Committee from among those members who are not members of the Diversity Committee.
- **Terms of Service:** one year.

Committee Responsibilities:

Committee Chair Responsibilities:

- Select members for the Diversity ConferenceTravel Grant Committee and organize necessary meetings.
- Oversee the selection process and collate the committee's votes on applications for the Diversity Conference Travel Grant.
- Inform the Association Manager of the results by April 1.

Committee Member Responsibilities:

- Guided by the committee Chair, screen all proposals and select the awardee(s), submitting the results of the committee’s deliberation to the Chair by March 28.
- With the committee Chair, communicate openly with the Grants Committee since some submissions could be appropriate for both submission processes.

MicKenzie Fasteland Conference Accessibility Grant and Grant Committee

Grant Description

The grant, named in honor of MicKenzie Fasteland, one of the founders of the Children Literature Association's Accessibility Committee, financially supports accessibility at in-person conferences for disabled and/or chronically-ill scholars by covering the costs of staying at the conference hotel for the duration of the event, allowing scholars to more safely and easily access the conference. The grant is intended to ensure that disabled and chronically-ill scholars, who often face extra expenses sometimes referred to as the disability tax, are not unable to participate at a Children's Literature Association annual conference due to the cost of the conference hotel. While many Children's Literature Association conference attendees choose to stay elsewhere because of the high price of conference hotels, many disabled and chronically-ill scholars need to stay closer to the conference space. Staying off-site can have additional financial and/or physical costs as disabled and chronically-ill scholars may need to pay for transport if they are unable to walk to the conference hotel. Disabled and chronically-ill scholars may also need places to rest throughout the conference day, which is easiest to do when they can simply go upstairs to their own room rather than having to traverse to another part of an unknown city. Leaving the conference space can also be difficult because there may not be time to get back and forth if wanting to rest and still "make the most" out of the conference offerings. These needs represent forms of disability tax that this grant seeks to alleviate, ultimately increasing participation and participator ease of access.

Award Details

- This grant is only available in years when there is an in-person Children's Literature Association annual conference.

- Number of available grants is determined by Board of Directors each year.

- Recipients of the Fasteland Grant receive:
    - One room, free of charge, for 4 nights at the conference hotel.
    - Award certificate.

Eligibility

This grant is open to anyone experiencing disability–including visible and invisible disability, diagnosed or undiagnosed, temporary or chronic, mental illness, neurodivergence, and those who don't feel "disabled enough" to be sure if they qualify–who will be presenting a paper at an in-person Children's Literature Association annual conference. Priority will be given to applicants who are not receiving sufficient funding from their institutions to meet their accessibility needs, who have not received a Fasteland Grant in the previous award cycle, and who are not currently serving on the Accessibility Committee (though members may apply).

Submission Period

January 15 – February 28 during in-person conference years

Submission Guidelines

- Applications should be submitted electronically through the ChLA website.
- Proposals should take the form of a single PDF document. For full consideration, applicants must send the following materials before the established deadline:
    - A cover sheet with the applicant's name, status/rank/institutional affiliation (if applicable), mailing address, telephone number, and email.
    - A personal statement (of no more than 1,000 words) that includes the following:
        - The title of the paper that will be presented at ChLA.
        - A brief explanation of how the applicant will benefit from attending the conference.
        - A brief explanation of how staying in the conference hotel will benefit the applicant physically, mentally, and/or emotionally.
        - A brief description of other sources of funding, if any, that will support the applicant's trip.
    - An abbreviated 1-2 page CV.
    - Proof that your paper has been accepted to the conference (e.g., a copy of the acceptance email).

MicKenzie Fasteland Conference Accessibility Grant Committee Composition

The Fasteland Grant is overseen by the Accessibility Committee (See: "Accessibility Committee" for details regarding that Committee's responsibilities, composition, and terms).

Annual Conference: Guaranteed Panels and Events

Overview:

The Annual Conference program includes several guaranteed panels that are: supported and organized by some of the Association's committees and/or highlight and recognize the winners of Association-sponsored awards. The Annual Conference program also includes several events that are meant to continue the work of the Association.

Guaranteed Panels (organized by committee of responsibility):

- **Accessibility Committee**
    - **Panel Title:** Varies.
    - **Panel Chair:** Accessibility Committee member.
    - **Selection Process:** The committee determines the theme and format of session. As needed, the committee Chair will distribute an official call with a fall deadline. Rejected abstracts may go into the general conference call. Completed panel by fall.
- **Diversity Committee**
    - **Panel Title:** Varies.
    - **Panel Chair:** Diversity committee member.
    - **Selection Process:** The committee determines the theme and format of session. As needed,the committee Chair will distribute an official call with a fall deadline. Rejected abstracts may go into the general conference call. Completed panel by fall.
- **Editors of ChLA Journals (*Quarterly* and *Annual*)**
    - **Panel Title:** "Editors' Roundtable".
    - **Panel Chair:** *Quarterly* editor and *Annual* editor alternate each year.
    - **Selection Process:** Chair determines participants and will contact editors from the leading journals in the field. People presenting on this panel may also present a paper in another panel. Completed panel by early spring.
- **Global Committee**

    - **Panel Title:** Varies.
    - **Panel Chair:** Global Committee member.
    - **Selection Process:** The committee determines the theme and format of the session. As needed,the committee Chair will distribute an official call with a fall deadline. Rejected abstracts may go into the general conference call. Completed panel by fall.

- **Membership Committee (2 panels)**
    - **Panel Title:** “Building a Career in Children’s Literature”.
        - **Panel Chair:** Membership committee member.
        - **Selection Process:** The committee determines theme. The committee Chair may distribute an official call or make personal appointments. Rejected abstracts do not go into general call. People presenting on this panel may also present a paper in another panel. Completed panel by early spring.
    - **Panel Title:** “Syllabus Exchange”.
        - **Panel Chair:** Membership committee member.
        - **Selection Process:** The committee determines theme. The committee Chair may distribute an official call or make personal appointments. Rejected abstracts do not go into general call. People presenting on this panel may also present a paper in another panel. Completed panel by early spring.
- **Phoenix Award and Phoenix Picture Book Committee**
    - **Panel Title:** Varies.
    - **Panel Chair:** Phoenix and/or Phoenix Picture Book committee member.
    - **Selection Process:** The committees determine the theme and format of the session. As needed, the committee Chairs will distribute an official call with a fall deadline. Rejected abstracts may go into the general conference call. Completed panel by fall.

Regular Events:

- Welcome reception - led by President, featuring a “New Members” welcome from the Co-Chairs of the Membership Committee

- Membership meeting - led by President
- Francelia Butler Lecture
- Awards ceremony
- Themed lunches - organized by the Membership Committee
- Disabled Scholars Lunch - organized by the Accessibility Committee
- BIPOC Breakfast
- LGBTQIA+ Scholars' Breakfast

Conference Funding and Support for Members: BIPOC Scholar Conference Award Program

Overview:

The Association includes $5000.00 as a line item in its general operating budget each year to provide conference fee waivers for BIPOC (Black, Indigenous, and other People of Color) scholars who wish to attend the Annual Conference. This award reflects the Association's goal of nourishing scholarship from underrepresented and marginalized voices within the study of children's literature as well as welcoming and affirming members of these communities into our Association.

Eligibility:

Students, independent scholars, contingent/adjunct faculty, and tenure-stream professors who identify as BIPOC are eligible to apply for the Conference Award.

Administration:

This Conference Award program is overseen by the Diversity Committee, working in cooperation with the Association Manager, Treasurer, and Conference Organizers.

Application Guidelines:

All applicants for the BIPOC Scholar Conference Award must submit the following for consideration by the Diversity Committee:

- A statement of no more than 250 words explaining how they qualify for the award and their financial need.
- A statement of no more than 250 words explaining how attending this conference will help them further their research or advance their professional goals with respect to children's literature.
- Recent C.V. or resume.

Funding Criteria:

When the number of applicants allows, conference fee waivers are distributed to all who apply. If the number of applicants exceeds available funding, the Diversity Committee will prioritize first-time applicants and then applicant need as the criterion for awarding funding.

Timeline of Activity:

Following Notices of Acceptance of Papers to the Annual Conference

- Consult with the Treasurer to determine if any donations to the Association have added to the amount that can be used for conference fee waivers.
- Consult with the Association Manager, Treasurer, and Conference Organizers to coordinate a timeline for receiving applications for Mutual Aid and for the BIPOC Scholar Conference Award. Note: notice of acceptance should take place prior to the end of the “Early bird” registration period for the Annual Conference.
- Work with the Association Manager to create a submission portal to receive waiver applications.
- Work with the Association Manager to announce the BIPOC Scholar Conference Award opportunity to the Association membership.

Just Prior to the Beginning of the Annual Conference Registration Period:

- Notify applicants of awards decisions.
- Work with the Association Manager to ensure that awardee conference registration fees are waived at registration.

Conference Funding and Support for Members: Graduate Student and Contingent Faculty Mutual Aid Funding

Overview:

Each year, ChLA offers its members the opportunity to contribute to the Graduate Student and Contingent Faculty Mutual Aid fund, the purpose of which is to offset costs for conference attendance for graduate students and contingent faculty who do not have or cannot raise the necessary funding to attend the Annual Conference.

Eligibility:

Graduate students and contingent faculty members are eligible to apply for Mutual Aid funding.

Administration:

Mutual Aid funds are monitored by the Treasurer and Finance and Development Committee and are distributed by the Association Manager. Funding (which is applied to applicants' conference registration fees) is distributed equally to all applicants and will vary based on the level of donation and number of applicants. All monies donated to the Mutual Aid fund in the year prior to the Conference will be distributed.

Application Guidelines:

Graduate students and contingent faculty who have or are planning to register for the Annual Conference are instructed to contact the Association Manager to be considered for Mutual Aid funding.

Funding Criteria:

The level of funding any applicant will receive will depend on the level of donation and the number of applicants. All applicants will receive funding and all monies received as Mutual Aid donations in the previous year will be distributed in each following year.

Timeline of Activity:

Following Notices of Acceptance of Papers to the Annual Conference

- Association Manager consults with the Treasurer to determine the amount of funding available through Mutual Aid.
- Association Manager consults with the Diversity Committee, Treasurer, and Conference Organizers to coordinate a timeline for receiving applications for Mutual Aid and for the BIPOC Scholar Conference Award. Note: notice of

acceptance should take place prior to the end of the “Early bird” registration period for the Annual Conference.

- Association Manager creates a submission portal to receive requests for Mutual Aid funding.
- Association Manager announces the Mutual Aid funding opportunity to the Association membership.

Just Prior to the Beginning of the Annual Conference Registration Period:

- Association Manager notifies applicants of funding decisions.
- Association Manager ensures that any distributed aid is applied to applicants’ registration fee balances.

ChLA Website

Description:

ChLA has maintained a website presence since 1998. Intended for both an internal and an external audience, the website provides information about membership, governance, conferences, awards, and publications sponsored by ChLA. The various pages and links are updated regularly, based on information provided by committee Chairs, ChLA officers, and other interested parties. Additional pages on the website provide information about graduate programs in children's literature in North America and beyond; conferences and paper calls on children's literature; and other links of interest to ChLA members.

The ChLA website is overseen by the President, the Association Manager, and the Communications Committee. Webmaster duties (maintenance and updates) are performed by the Association Manager or Association IT staff with support by an independent contractor at the direction of the Association Manager.

Website Duties and Responsibilities:

Association Manager:

- To perform maintenance and updates in a timely manner.
- Any independent contractor should keep accurate records of work done on the website and time spent on that work, and to submit those records to the Association Manager in a timely manner.
- To receive information for the website from committee Chairs, ChLA officers, and other interested parties, including persons outside the Association who may wish to post information about conferences, paper calls, awards, pertinent links, and other items. When there is a question about the appropriateness of information to the interests of ChLA members, the Association Manager will confer with the President.
- Post to the website in a timely manner, and, when necessary, confer with the President and the Communications Committee about where to post information.
- To act as liaison between the Communications Committee and the President concerning suggestions for layout changes or additional links to the site, or other updates or suggestions as necessary.
- To review the records provided by any contractor regarding work done, and to ensure that payment for services is provided in a timely manner.

- To review and contract for, and act as a liaison with, a secure server provider and a host site provider.
- To renew the secure server certificate and domain name (www.childlitassn.org) for the Association as needed.

Communications Committee:

- To perform regular maintenance checks of the various pages and links and to report necessary updates, broken links or other problems to the Association Manager.
- To suggest changes in layout that may allow for easier navigation or which may present a clearer picture of the Association to the public or the membership about ChLA.

ChLA Journals: *Children's Literature Association Quarterly*

Description:

From the ChLA Constitution: "The official publication of the Association shall be a scholarly journal, the *Children's Literature Association Quarterly*. The content and organization of this publication shall be as outlined in the Association's Policies and Procedures Manual."

The *ChLA Quarterly* publishes juried articles about research and scholarship in children's literature, as well as special sections devoted to particular topics in children's literature. There are four issues annually: spring, summer, fall, and winter.

Ownership and Administrative Responsibilities:

Ownership:

The copyright, additional rights, and royalties earned by *Children's Literature Association Quarterly* are owned by ChLA. ChLA collaborates with the Johns Hopkins University Press to publish *Children's Literature Association Quarterly* four times per year and receives monies generated by royalties and permissions requests as agreed upon by the Association and Johns Hopkins University Press in its contract.

Editorial, Administrative, and Publishing Responsibilities:

ChLA:

- ChLA is the owner of *Children's Literature Association Quarterly* and each issue is copyrighted in the name of ChLA.
- ChLA is responsible for selecting the editor(s) of *Children's Literature Association Quarterly*; the editor(s) appoints the journal's editorial board and staff.
- ChLA - via the journal's editor(s) and editorial staff - is responsible for adhering to the journal publishing and production schedule set in collaboration with Johns Hopkins University Press and for providing copyedited files to the Press for layout and publication.
- ChLA is responsible for editorial expenses exceeding $2000.00 and including, but not limited to, salaries, benefits, travel, postage, and supplies.
- ChLA purchases a subscription to *Children's Literature Association Quarterly* for each member of the Association and members may choose whether they receive their copy of the journal in print or digital form.

Johns Hopkins University Press:

- Johns Hopkins University Press is responsible for the physical and digital production and publication of *Children's Literature Association Quarterly.*
- Johns Hopkins University Press contributes $2000.00 per volume for editorial expenses (ChLA is responsible for editorial expenses exceeding this amount).
- Johns Hopkins University Press oversees and maintains inventory, manages rights and permissions, and, in consultation with ChLA, sells advertising in *Children's Literature Association Quarterly.*
- Johns Hopkins University Press accounts for the journal's revenues and is responsible for paying royalties to ChLA in accordance with the most current publishing contract.

Journal Editor and Editorship:

Term of Service: Six years, the first of which overlaps with the last year of the previous editor's term of service:

- To permit the new editor time to solicit manuscripts and to plan future special issues, if any.
- To take on the editing of new manuscripts and the correspondence with authors and reviewers.
- To get advice on routine from current editors. The sixth, or final year, is a year of transition to the new editorial team; during this year, the current editor serves only in a managing capacity, working with those manuscripts already in process, while the new editor begins functioning as acquisitions editor.

Editor's Responsibilities:

- To produce a volume of the *Quarterly* consisting of four issues per year. The four issues in the volume should contain 18-22 articles; this range is reported by ChLA to the Modern Language Association (MLA) as part of the seven-year review to maintain our allied organization affiliation. The current publishing contract with Johns Hopkins University Press (JHUP) stipulates that the *Quarterly* shall comprise up to 512 pages annually (128 pages on average per issue). Additional pages may be requested by the editor to the Association Manager who will consult with the Treasurer and if approved, negotiate with JHUP; refer to the contract agreement for further details.

- To appoint one or more secondary editors with agreed-upon titles (e.g., “associate editor”) to distribute duties to fit with their unique teams such as in soliciting and reviewing manuscripts; soliciting outside reviewers; working with authors as they revise; corresponding with authors and outside reviewers in a timely manner; and editing, proofreading, and copy-editing as necessary. The Editor also coordinates with the various column editors as necessary.
- To appoint guest editors for special issues and to oversee the production of special issues as necessary.
- To submit detailed reports semiannually or annually as warranted to the Board, and to present those reports in person at the Board meetings if possible.
- To work in conjunction with the ChLA Association Manager and publisher (currently JHUP) in getting issues published and mailed to members in a timely and professional manner.
- To revise and rewrite, as necessary, the information regarding the *Quarterly* on the ChLA website so that the information is current and informative. Calls for submissions, special issues, and other pertinent information should also be posted on the website and in other venues as appropriate.
- To recruit potential submissions at various children’s literature conferences, such as the annual MLA conference, the ChLA conference, and others. ChLA does provide the Editor with up to $1,500 annually toward approved expenses, but editors should be aware that such recruitment entails some personal expenses that ChLA cannot fully cover. Since attending these conferences is the best way to recruit submissions, most editors have sought reimbursement for these expenses from their home institution.
- As necessary, to assist the President, Treasurer, and Association Manager of ChLA with contract negotiations with the publisher.
- To work with the Association Manager and the President and Board as necessary to ensure quality publication and to iron out difficulties as they arise.

Benefits:

- The editor and associate editors receive complimentary registration to the Annual Conference.
- The editor receives a summer stipend.

Editor Selection Process:

- During the fifth year of an outgoing editor's term, advertisements for proposals for a new editor and staff should be sent to the *Newsletter* (pending publication), placed on the ChLA website, and announced at the Annual Conference.
- After a review of proposals received in answer to the above solicitation, the Executive Board normally invites the proposers to address the Board during the Annual Conference in June. The review should include, but not be limited to, assessing qualifications of the proposed editorial team, the applicant's vision statement regarding the *Quarterly*, the applicant's past editorial experience, statements of facilities and institutional support. The Board shall select the next editorial staff at that meeting.
- Because ChLA terms of office traditionally begin and end in the summer (at the time of the Annual Conference), the actual transition in editors normally occurs midway through a volume of the journal, typically between the summer issue and the fall issue.

Editorial Recommendations and Best Practices:

- An editor would benefit from having at least two associate editors. Access to computers, e-mail, scanning equipment, and fax is necessary. It is highly desirable to have departmental support in the form of release time, fax/computer equipment, long-distance phone privileges, and so forth.
- Time commitment varies, but it is substantial. An approximate estimate is twenty hours per week for the editor, plus the time of the associate editors. A potential editor must realize that each submission typically goes through several drafts, plus substantial line editing, proofreading of galleys, etc. Time also is spent in finding outside reviewers; in correspondence with the reviewers, authors, and various column editors; and in regular staff meetings; and in reading all submissions and responding to the authors of each submission, whether accepted or not. Editors are also responsible for actively soliciting manuscripts at professional conferences and other venues.

ChLA Journals: *Children's Literature* (annual)

Description:

Children's Literature is a refereed journal, an annual, devoted to scholarly interpretations of children's literature. It is an official organ of the Children's Literature Association, a division of the Modern Language Association, and ChLA members automatically receive either a print copy or electronic access to the same with their membership. (The annual is also published electronically by Johns Hopkins University Press and available via the Project Muse database.)

Each volume includes full-length articles, book reviews, and an annotated listing of recent dissertations involving children's literature. Usually a section entitled "Varia" is devoted to shorter pieces, and occasionally a volume will center on a special topic.

Children's Literature was the first professional journal devoted to the genre of children's literature and remains pre-eminent in the field. Contributors include scholars from all over the world, some with academic affiliations, others who share their expertise as writers, artists, or curators of special collections. Originally founded by Francelia Butler and supported by the University of Connecticut, the journal has been based since 1994 at Hollins University in Roanoke, Virginia. Currently, *Children's Literature* is published by the John Hopkins University Press and is owned by Hollins University, which provides editorial staff, office space, and administrative oversight of the journal. ChLA pays a portion of each membership fee to the JHUP and members receive a subscription to the journal. The *Children's Literature* editor provides an annual report to the ChLA Board each May and presents that report to the Board in person, if possible, at the annual Board meeting in June.

Ownership and Administrative Responsibilities:

Ownership:

Since 1991, the copyright, additional rights, and royalties earned by *Children's Literature* have been owned by Hollins University (formerly Hollins College). This institution collaborates with ChLA and Johns Hopkins University Press to publish *Children's Literature* annually. ChLA and Hollins University receive monies generated by royalties and permissions requests and share these funds as agreed upon by the Association and the institution.

Editorial, Administrative, and Publishing Responsibilities:

Hollins University:

- Hollins University is the owner of *Children's Literature* and each issue is copyrighted in the name of Hollins University.
- Hollins University, in consultation with ChLA, selects the editor(s) of *Children's Literature*; the editor(s) appoints the journal's editorial board and staff.
- Hollins University and ChLA are jointly responsible for editorial expenses exceeding $1000.00 and including, but not limited to, salaries, benefits, travel, postage, and supplies.
- Hollins University - via the journal's editor(s) and editorial staff - is responsible for adhering to the journal publishing and production schedule set in collaboration with Johns Hopkins University Press and for providing copyedited files to the Press for layout and publication.

ChLA:

- ChLA acts as a consultant to Hollins University during the *Children's Literature* editorial selection process.
- ChLA and Hollins University are jointly responsible for editorial expenses exceeding $1000.00 and including, but not limited to, salaries, benefits, travel, postage, and supplies.
- ChLA purchases a subscription to *Children's Literature* for each member of the Association and members may choose whether they receive their copy of the journal in print or digital form.

Johns Hopkins University Press:

- Johns Hopkins University Press is responsible for the physical and digital production and publication of *Children's Literature.*
- Johns Hopkins University Press contributes $1000.00 per volume for editorial expenses (ChLA and Hollins University are jointly responsible for editorial expenses exceeding this amount).
- Johns Hopkins University Press oversees and maintains inventory, manages rights and permissions, and, in consultation with ChLA, sells advertising in *Children's Literature.*

- Johns Hopkins University Press accounts for the journal's revenues and is responsible for paying royalties to ChLA and Hollins University in accordance with the most current publishing contract.

Journal Editor and Editorship:

The editor(s) of *Children's Literature* is selected by Hollins University in consultation with ChLA.

Editor's Responsibilities:

- To produce a volume of *Children's Literature* annually, consisting of 8-10 articles, an optional Varia section and book reviews. The current publishing agreement with the Johns Hopkins University Press stipulates that *Children's Literature* shall comprise 320 pages annually. Additional pages may be negotiated if needed; refer to the contract agreement for further details. The manuscript is submitted annually to the Press by January 15. The volume is published no later than April 30.
- To solicit manuscripts, review submissions, solicit outside reviewers, work with authors through the revision process, correspond with reviewers and authors, edit, proofread, and copy-edit as necessary. The editor coordinates the work of the book review editor and compiler of dissertations of note. The editor organizes the regular updating of the index.
- To appoint guest editors for special topic volumes and to oversee the production of special topic volumes.
- To submit reports annually to the Board and to present these reports in person at the June meeting of ChLA.
- To work in conjunction with the Association Manager and publisher (currently the JHUP) to ensure that issues are mailed to members in a timely and professional manner.
- To revise, as necessary, the information regarding *Children's Literature* on the ChLA website.
- To encourage potential contributors at various conferences, such as the MLA conference and others. Hollins University provides the editor(s) with a budget for travel to professional conferences.
- As necessary, to assist the President, Treasurer, and Association Manager of ChLA with contract negotiations with the publisher.

Benefits:

- The editor and associate editors receive complimentary registration to the Annual Conference.
- The editor receives a summer stipend.

ChLA Books: ChLA Book Series

Description:

The Association supports the publication of literary criticism about books and media for children and young adults which it publishes in partnership with the University Press of Mississippi. Under the auspices of its “General Studies” series, the Association publishes single-author monographs, edited essay collections, and critical editions of classic children’s book texts. And, under the auspices of its “Centennial Studies” series, the Association publishes collections of scholarly essays devoted to a single work of literature or a series of related titles.

Series Editor(s) and Editorship:

Position Description:

The Series Editor(s), ChLA Books oversee(s) book publications sponsored by the Children’s Literature Association. The Series Editor(s) serve(s) a five-year term.

Editor(’s/s’) Responsibilities

- Review all proposals for book publication, whether submitted directly or via the University Press of Mississippi (UPM).
- In conjunction with the UPM editor, consult with prospective authors about developing publication projects and about issues related to completing contracted projects.
- In conjunction with the UPM editor, identify suitable external readers for book proposals and manuscript reviews.
- After reviewing outside readers’ reports on both proposals and manuscripts, make recommendations to the UPM editor about whether to offer a contract, decline, or request a revise and resubmit.
- Update the “Books under Consideration” report for UPM in a timely fashion.
- Consult with the ChLA Communications Committee and the University Press of Mississippi about venues for marketing.
- Answer queries related to ChLA publications, and handle all copyright requests, waiving or assigning fees according to policy established by the Board.
- Communicate with the ChLA Association Manager, and, when necessary, the President about publication matters.

- Prepare reports as requested by the ChLA Association Manager for the Executive Board.
- Make recommendations to the Executive Board on publications policies.
- Review the ChLA website periodically to ensure that it has accurate and timely information about the committee and the process for submitting proposals. Submit updates and /or revisions to the Association Manager. Review the UPM website periodically to ensure that it has accurate and timely information about the series. Submit updates and/or revisions to the proper contact at UPM.
- Work with the succeeding Series Editor(s) to ensure a smooth transition process in the year after the Editor's/Editors' term ends.
- Forward all relevant files and previously published books to successor at the time of the annual meeting. Send materials older than three years to the ChLA Business Office for archival purposes.
- The Series Editor(s), ChLA Books shall be strongly encouraged to attend the Annual Conference.
- As part of their editorial mission, the Series Editor(s) will work to keep issues of diversity, equity, and inclusivity in their purview when working to identify potential authors, choosing appropriate peer-reviewers, and in their own evaluation of manuscripts.

Benefits:

- The editor(s) receive complimentary registration to the Annual Conference.

Editor(s) Selection Process:

- During the fifth year of the/an editor's/editors' term, advertisements for proposals for a new editor(s) should be sent to the *Newsletter* (pending publication), placed on the ChLA website, and announced at the Annual Conference.
- After a review of proposals received in answer to the above solicitation, the ChLA Executive Board normally invites the proposers to address the Board during the Annual Conference in June. The Review should include, but not be limited to, assessing qualifications of the proposed editor, the applicant's vision statement regarding the ChLA publications program, the applicant's past editorial experience, and the Board shall select the next editor(s) at that meeting.

Editorial Transition Process:

- The Board should appoint the new Series Editor(s) during the final fall semester of the outgoing Editor(s)' term.

- During the final year of their term, the Editor(s) will work to initiate the next incoming Editor(s).

- Upon the appointment of the new Editor(s), a transition period will begin, during which the outgoing Editor(s) will work to onboard the incoming Editor(s). Between the fall appointment of the new Editor(s) and the June departure of the outgoing Editor(s), these editorial terms will overlap, as the outgoing Editor(s) wraps up older projects and the incoming Editor(s) begins working on newer projects.

- The incoming Editor(s) will gradually assume full editorial duties by the end of their first spring semester, and the outgoing Editor(s) will cycle out of their role in June.

ChLA/MLA Liaison

Description:

The Children's Literature Division of the Modern Language Association has been sponsoring panel discussions about children's literature at the annual meeting of MLA since 1980. The Division itself sponsors up to three panels a year, the topics for which are chosen at the Division business meeting. As an allied organization with MLA, ChLA sponsors up to three additional panels at the annual MLA conference. Topics for these panels are solicited from the general membership of ChLA, and then are voted on by the ChLA Executive Board at the Annual Conference in June. All participants of the MLA sessions must be MLA members by April 1 prior to the MLA conference. In addition, participants of the up to three allied panels sponsored by ChLA must be ChLA members. ChLA membership must be obtained at least one month prior to the first day of the MLA conference.

The ChLA/MLA Liaison serves as a liaison to the Modern Language Association from ChLA. The Liaison is appointed by the ChLA President with the approval of the Board. If possible, the ChLA/MLA Liaison is also a member of the ChLA Executive Board.

Terms of Service:

The ChLA/MLA Liaison is appointed by the President with the approval of the Board and typically serves a term of three years, which is renewable.

Duties and Responsibilities:

- The specific charge of the ChLA/MLA Liaison is to coordinate the proposal of one guaranteed session and up to two additional sessions (one of which must be co-sponsored by a forum or other allied organization and both of which will be reviewed by the Program Committee) at the MLA conference each year sponsored by ChLA as an allied organization. In addition, the Liaison should keep track of these MLA-sponsored sessions as well, in order to report on all sessions to the ChLA membership each year and to avoid duplication of session topics.
- An additional duty of the ChLA/MLA Liaison is to assist the ChLA President and Association Manager with the MLA review of ChLA's status as an allied organization, which takes place every seven years.
- The Liaison should submit an annual report to the ChLA Board each May on the activities associated with these duties. The report will be forwarded to the ChLA Executive Board.

- The Liaison should forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

MLA Panel Organization, Coordination, and Reporting:

ChLA-sponsored Panels:

- At least 15 months in advance of an upcoming MLA conference taking place one year prior to the MLA conference in question, the ChLA/MLA Liaison issues a call for proposals for up to three ChLA-sponsored panels at the MLA conference (as detailed above).
- The ChLA/MLA Liaison presents all proposals submitted for consideration for ChLA sponsorship to the Executive Board (preferably at the Fall Board meeting) and the Executive Board identifies two proposals to sponsor.
- The Liaison communicates the Board's decision to those who have submitted proposals and assists with distributing calls for papers for those panels that will be sponsored by ChLA.
- The Liaison serves as the contact person for the MLA conference organizers and provides information about each year's sponsored panels to the Association for inclusion in the conference program.

Reporting on Non-ChLA-sponsored Panels:

- Report on the topics and contents of MLA panels sponsored by the Children's and Young Adult Literature forum and related or relevant forums to ensure no duplication in panel proposal topics.

Association Policies and Procedures

Policies and Procedures Amendment Practices

These Policies and Procedures (P&P) will be revised annually, as necessary, via the following process:

1. A P&P Revision Team consisting of the ChLA Officers (President, Vice President, Secretary, and Treasurer) and the Past President will collect any proposed changes to P&P and will be collectively responsible for compiling these in the collaborative, Living P&P document.
2. The P&P Revision Team will record all proposed changes to P&P by suggesting changes in the Living P&P document (which will leave the previous language still visible) and will maintain a log of these changes, along with their locations in P&P and a justification for each proposed change.
3. Proposed changes to P&P will be presented to the Board of Directors for discussion, revision (if necessary), and approval by vote.
4. At the annual meeting, proposed changes to P&P will be presented to the membership.
5. Following the P&P approval vote, the Secretary will accept all approved changes in the Living P&P document and save these as a stable file that includes the date of latest revision.
6. Each September following the summer conference, the new Policies and Procedures file will be made available to the membership, via the ChLA website.
7. The Secretary will then start a new Living P&P document, to be used to track new proposed revisions.

Anti-Harassment and Appropriate Conduct

General Principles

The Children's Literature Association (ChLA) is committed to providing a friendly, welcoming environment in which all participants feel safe and are treated with respect. In order to create such an environment at our conferences, ancillary events, or official and unofficial social gatherings, on ChLA social media pages, other ChLA-sponsored online fora, or in connection with Association business, including the operation of the Association journals (hereafter referred to as "ChLA event"), participants are expected to maintain appropriate standards of behavior by refraining from conduct that may be

harmful to themselves, other members and participants (including panelists, vendors, publishers, speakers, and volunteers), ChLA staff, and/or third parties. Harassment of any kind will not be tolerated.

Expected Behavior:

ChLA expects participants in all our events, whether face-to-face or virtual, to:

- Exercise consideration and respect in speech and actions.
- Refrain from demeaning, discriminatory, and/or harassing behavior and speech.
- Report violations of this Anti-Harassment policy to a member of the ChLA Ethics Committee.

Unacceptable Behavior:

Conduct that ChLA considers inappropriate includes, but is not limited to:

- Offensive verbal or written comments related to race, color, ethnicity, national origin, age, gender identity, gender expression, sexual orientation, disability, physical appearance, body size, or religion.
- Inappropriate physical contact (including unwelcome touching or groping).
- Unwelcome sexual attention.
- Deliberate intimidation, stalking, or following.
- Unauthorized or unwanted photographing, recording or representation of likeness in any medium.
- Sustained disruption of talks or other events.
- Public sharing of others' private or sensitive information without explicit consent.
- Real or implied threats of physical harm or professional or financial damage or harm.

Harassment does not include respectful disagreement or reasonable and respectful critique made in good faith. ChLA firmly believes in the value of civil discourse and the free exploration of competing ideas and concepts, and that such civil discourse can coexist with a fundamental respect for the rights, dignity, and value of all persons.

ChLA encourages members and attendees to hold one another accountable to this policy, and to take the perspectives of others seriously when a disagreement arises.

Consequences of Unacceptable Behavior:

This policy applies to both a single instance and patterns of harassment. Violation of this policy may result in appropriate action, such as immediate removal from the ChLA event in which harassment has occurred and exclusion from future ChLA events. Violation of this policy may result in police involvement, if deemed necessary. Reports of inappropriate conduct will be referred to ChLA's Ethics Committee (See: "Procedures for Making or Responding to a Complaint").

Participants asked to stop engaging in inappropriate behavior by a ChLA officer member of the Association Management staff are expected to comply immediately. If a participant continues to engage in unacceptable behavior, ChLA may take appropriate action, including immediate removal from the presentation/conference by a designated member of our Ethics Committee; expulsion from the conference with no refund of conference fees; exclusion from future ChLA events; and/or revoking membership.

If you are Subject to or Witness Unacceptable Behavior:

If you are being harassed, notice someone else is being harassed, or have other questions or concerns about standards of behavior at ChLA events, please contact a member of the Ethics Committee immediately.

If possible, provide the following information:

- Identifying information (e.g. name, affiliation, appearance) of the participant violating this policy.
- The behavior that is in violation.
- The approximate time of the behavior (if different than the time the report is made).
- The circumstances surrounding the incident.
- Other people involved or witnessing the incident.

All reports will be held in strictest confidence within the guidelines established by the Ethics and Ombuds committee's charges (See: "Ethics Committee" and "Ombuds Committee"). Anyone can report harassment.

Required Contact Information

This Anti-Harassment Policy should be available on the Association website, printed in the conference program, and prominently displayed at the conference registration desk.

All disseminated versions of the policy must include the following contact information:

- Phone and email address for ChLA
    - Phone: (540) 203-9055
    - E-mail: info@childlitassn.org
- Phone number for hotel/venue security: Banquet house phones will connect guests to security.
- In guestrooms, there is an emergency button on the phone.
- Local law enforcement.
- Local sexual assault hotline.
- Local emergency and non-emergency medical clinic.
- Local taxi company.

Addressing Grievances

If you feel you have been falsely or unfairly accused of violating this Anti-Harassment and Appropriate Conduct Policy, you should notify the Ombuds Committee with a concise written description of your grievance.

Communications Best Practices

Policy:

Every committee, both standing and ad hoc, should meet individually each year to discuss and establish expectations around communication and completion of committee work in order to ensure that all committee members have equal opportunity to participate fully. After carefully reviewing ChLA's core values, the committee should hold an initial meeting to agree upon a preferred mode of communication, taking into account individual needs and equitable access. The responsibility for clear, consistent, and effective communication across the year rests with the committee Chair, who sets deadlines and procedures in consultation with the group. Communication and work practices should be reasonable and responsive, and the goals of the committee clear and specific. Communication should be grounded in respect for each other's knowledge, fields, experiences, and personal identities. The committee's agreed upon communications practices should be revisited when there is a change in the committee's membership or communication needs.

Procedure:

All members of our community will treat each other with respect and as professionals in all interactions; however, if a solution cannot be found, members of the committee can consult with the Accessibility Committee for assistance. If there is a need for mediation, committee members should contact ChLA's Ombuds Committee for support and assistance.

Conflicts of Interest

Policy:

The purpose of the Conflict of Interest Policy is to protect the interests of the Children's Literature Association when there exists the possibility of a transaction or decision that might benefit the private interest of an officer, director, committee Chair or committee member of the Association.

Procedure:

In connection with any actual or perceived conflict of interest, an officer, director, committee Chair or committee member of the Association:

- Must disclose any financial interest or personal connection which may, directly or indirectly, benefit the person in relation to a potential transaction or decision of the Association;

- May participate in discussions related to potential transactions or decisions, unless the Board or pertinent committee feels that his/her participation would unnecessarily influence the decision, in which case the 'interested' individual should remove him/herself from the discussion;
- Must recuse themselves from voting on any matter for which there exists a financial interest or personal connection including, but not limited to, grants, awards, publishing decisions, conference paper selection, and business partnerships with the Association;
- Should make the choice to voluntarily resign from the position in question if there arises a situation in which the member's "interest" is so extensive or pervasive that, in the view of the Board or committee, the individual's involvement in discussions, debates, or decision making will adversely affect the work of that governing body.

Minutes of Board or Committee meetings should reflect when a member discloses that he/she has a conflict of interest and the steps taken to manage the conflict of interest, such as that there was a discussion on the matter without the member present, that a vote was taken but the "interested" member abstained from voting, or that the member recused him/herself from participation in the entirety of the process.

If a situation arises in which this policy does not fully address a conflict of interest issue, the Executive Committee will make the final determination in addressing specific concerns on a case-by-case basis.

Electronic Voting

Policy:

Electronic voting can be initiated by the President throughout the year, as needed.

Procedure:

The following procedure shall be followed:

- Board discussion, whether via voice or electronic, should precede the sending of a motion for approval. If the discussion is electronic, typically a preliminary version of the motion will be circulated one to two weeks prior to the vote being taken.
- After the discussion period, the motion will be rewritten to account for points raised during discussion, including amendments.

- The motion will then be sent to all Board members for approval in the form in which it is written.
- All electronic motions will be recorded by the Secretary either as appendices to the most recent minutes or as a separate document so that the motion will not be lost from the official record.

Public Statements

Policy:

The Children's Literature Association may consider taking a public stance on issues pertaining to its mission.

Procedure:

The following procedure shall be followed:

- Members may propose that the Association issue a statement via the online submission form.
- The submissions received are reviewed by the Association Officers. The member will receive acknowledgement and an anticipated time for response. If the member feels the issue is urgent, they may ask in their rationale for an expedited review.
- If immediate action is required, the Officers have the ability to issue a statement. The Executive Board is to be informed of the statement prior to distribution to the membership.
- If immediate action is not required, the Executive Board will review the request and develop the statement following the ChLA Electronic Voting Policy as appropriate.
- If a statement is issued, it will be published on the ChLA Public Statements page of the website.

YouTube

Policy:

The Communications Committee shall consider and approve all submissions through ChLA's YouTube channel, using the procedure that follows.

Procedure:

- Each video shall contain 2-3 seconds of stock video (Association Manager will add to the beginning and ending of every video) before it is posted on the channel. This video will include the Association's logo and URL.
- Permissions for videos included on the ChLA YouTube channel shall be requested via a submission form on the childlitassn.org website. This form shall include a place through which the video will be uploaded and then delivered to the Association Manager along with the completed form.
- Videos submitted shall include the following information (gathered through website form):
    - Submitter Name.
    - Submitter e-mail address and preferred phone number.
    - Sponsoring ChLA member for this video.
    - Email address of the sponsoring ChLA member.
    - How have permissions been gathered for the use of the likenesses in this video?
    - For which people who appear in the video have permissions already been collected.
    - Explain in a short paragraph how this video helps support ChLA's mission, which is to foster support for the scholarly study of children's and young adult literature.
    - Link through which to upload the video file.
- The following language shall precede the form on the ChLA website:
    - The ChLA Communications Committee considers all submissions for publication through ChLA's YouTube channel. Videos with these characteristics are more likely to receive approval:
        - Videos must be sponsored by a member of ChLA, though the sponsoring member need not necessarily have been involved in the production of the video.
        - For videos using the likenesses of any individuals, the creators of the video will be required to provide proof of permission for the

reproduction of those likenesses. See elsewhere on this page for our standard permission form.

- The creators of approved videos will be asked for these permission forms after the video has been approved by the Communications Committee.
- The ideal video will be shot in HD video with a 16:9 aspect ratio (1280 x 720 or 1080 X 1920 screen dimensions)
- Ideal formats are .mov, .mp4, and .wmv
- Make sure that throughout the shooting of the video, your camera is steady (a tripod is all but indispensable).
- For audio, use an external microphone, not just the microphone installed in the camera. Ideally, the audio portion should use 44.1 kHz sample rate, 16 bit minimum.
- Remember that each approved video will be "wrapped" with the Association's branding. This means that there are 2-3 seconds of stock video that, after we approve your video, we will add to the beginning and ending of every video posted on the channel. This video will include the Association's logo and URL. Keep that in mind as you consider your opening and closing.

- This web form shall deliver an automatic e-mail saying that the video and form have been successfully delivered. The email shall indicate whom (Association Manager) to contact with questions and an estimation of how long it will be before the submitting party will hear back from someone.
    - Once the “submit” button is clicked, the information from the form and the uploaded file go to the Association Manager, and the automatic e-mail is generated.
- The Association Manager logs the receipt of the video and form information and passes both on to the Communications Committee. The committee decides whether a video is approved for publication on the channel. The committee Chair is in charge of communicating with the person who submitted the video. If the video is accepted, the Association Manager wraps the video in the lead-in and lead-out clip on the front and end of the video with the Association’s logo and URL. Then the Association Manager puts the video up on the channel. Association

manager sends an email with the video's URL to the ChLA members running the ChLA Facebook and Twitter feeds.

- This page should also include the download of a standard permissions form. This is the form the video creators download and have signed by participants.