



What is TRL-DC?

TRL-DC is a volunteer-run 501c3 (nonprofit) organization. The mission is to build a community of practice to advance the use of evidence-based reading practices to improve reading outcomes for all students in Washington, D.C. Our organization was incorporated in 2020, and is run by 11 board members who meet monthly. The main activities of TRL-DC include fundraising, contacting researchers to visit Washington, D.C., running events in which our members can learn from those researchers, helping our members learn from each other, and research.

How can I learn more about The Reading League and TRL-DC?

The website: <https://dc.thereadingleague.org/>

The instagram: [@thereadingleague.dc](https://www.instagram.com/thereadingleague.dc)

What are examples of its activities?

Each school year, TRL-DC focuses on a theme to plan activities. For example, this year, TRL-DC is focusing on multilingual learners and language variation in the context of literacy instruction. Each school year, the board aims to plan three events for members.

Please check Instagram for the latest events. Some of the events held in the past included:

- Dr. Elena Cardenas - Hagan keynote address: “Structured Literacy for English Learners; A Culturally and Linguistically Responsive Approach” (Planet Word Museum)
- *Right to Read* screening in partnership with DC-IDA (MLK Library)
- Dr. Carolyn Strom lecture and discussion circles: “Decoding as the Route to Automaticity” (Southwest Library)
- Workshops and Social Hour (Northeast Library)

What does it mean to sit on the Board of TRL-DC?

The board consists of 11 volunteer members. 11 is the maximum number of board members. Board members commit to monthly 1 hour meetings which occur on the last Monday evening of each month, mostly on Zoom. The board tries to connect in person once or twice a year. Four members comprise the executive of the board (President, Vice President, Treasurer, and Secretary), and the remaining members are each on one committee.

What are the current committees and are all members part of a committee?

All board members are chairs or co-chairs of committees. While members are welcome to join a committee, it is not a requirement. The current committees are: Events, Website, Member Engagement, Community of Practice, and Research.

What is the difference between a member and a board member?

Members are actively engaged participants in the TRL-DC community. Board Members meet together at least once a month to spearhead, discuss, and facilitate big picture plans for the community. They are legally responsible for carrying out the mission and activities of the nonprofit. Board members chair or co-chair committees.

What is the difference between a board member and an officer?

An officer serves 3 year terms, and a board member serves 2 year terms. An officer is also responsible for the legal and financial health of the organization, namely filing taxes, writing annual reports, maintaining insurance for the organization, paying any related bills, and related activities. The officers also help organize the other board members to carry out the communal task of advancing our mission. For example, the officers generally plan and lead the monthly board meetings.

What is the position voting process and how are elections held?

Elections are held according to TRL-DC's bylaws, typically with a short application and majority voting when a quorum is held.

What are the officer positions and what does that entail?

The officer positions include the President, Vice President, Treasurer, and Secretary. The officers are communally responsible for the legal and financial health of the organization, namely filing taxes, writing annual reports, maintaining insurance for the organization, paying any related bills, and related activities. The officers also help organize the other board members to carry out the communal task of advancing our mission. For example, the officers generally plan and lead the monthly board meetings

What does the president do?

The president's main responsibilities are the legal and financial health of the organization, organizing the committees and once-a-month board meetings, and attending National conferences, monthly meetings, and meetings with the national rep from The Reading League. Many weeks, the commitment is 2-3 hours a week. However, commitment can easily bloom to 8-10 hours a week preceding an event.

What does the vice president do?

The vice president works with Board leadership to plan meetings and events, and to engage with TRL- National. The vice president may also take on special duties such as chairing committees or organizing Chapter events. When the president is unavailable, the vice president assumes his or her duties.

What does the treasurer do? The treasurer is responsible for all the financial undertakings of TRL-DC. The major responsibility is keeping up the TRL-DC bank account, paying for items to be purchased, and reimbursing board members who have used their own funds to purchase items. Each year, the treasurer must submit a 990 form to the government and an annual report to TRL- National. An Excel spreadsheet is provided by National for this task.

What does the secretary do?

The secretary is responsible for taking notes at each monthly board meeting. If they are unable to attend, they prearrange that someone else will take notes. At the subsequent board meeting, the notes are reviewed and approved by the board.

How do I apply?

- (1) To apply for a board position, send a 1-2 page resume and 1 page cover letter (max 500 words) to dcreadingleague@gmail.com. Be sure to address why TRL-DC's mission is important to you and what skills you could bring to the board. Priority deadline is February 29, and we will accept applications until March 11.
- (2) To apply for an officer position, send a 1-2 page resume and 1 page cover letter (max 500 words) to dcreadingleague@gmail.com. Be sure to be specific about which officer positions you are interested in, how you have demonstrated our mission in action, why TRL-DC's mission is important to you, and what skills you could bring to the officer position. Priority deadline is February 29, and we will accept applications until March 11.