



Dear Project Leaders,

Thank you for your contributions to the Oregon Writing Project at Willamette. This site has grown and evolved over the last decade because of your many contributions, your energy and initiative, and your enthusiasm and commitment to the National Writing Project model.

This handbook was designed to facilitate and guide your work in the OWP at Willamette project, outlining your roles and providing you with necessary information to complete the tasks associated with your activities. As you work through the year, please let us know what additional information should be included, and alert us to any changes as they occur. Your assistance will help us keep this guide up-to-date and smooth the way for your OWP at WU colleagues.

Thank you to all of the many hands who have worked to co-author and revise this handbook.

Thanks,

*Karen Hamlin*

Director

OWP at Willamette

## OREGON WRITING PROJECT AT WILLAMETTE GOVERNANCE STRUCTURE

The governance structure of the OWP at Willamette site consists of a director, site co-director(s), a leadership team, and the advisory board.

Responsibilities of the directors and leadership team are to manage the site and the National Writing Project (NWP) grants. Their work includes the following responsibilities: submitting annual reports; evaluating the site; ensuring that the site follows the mission and goals of the NWP, the grant requirements, and the vision of the advisory board; and responding to recommendations of the NWP and the board.

The leadership team is comprised of the director, site co-director(s), and two advisory board members, one of which should be the chair of the board. Responsibilities of the leadership team will include the following: evaluating the reports of the project leaders, selecting new project leaders as needed, and recruiting new membership to the advisory board. This team will review the NWP annual report and project reports on a rotating basis. Based on that information, the team will select project leaders. As openings occur, the leadership team will advertise openings in the *Broadside*, interview potential candidates, and select new project leaders. Project reports are due by September 1 each year, and a committee decision is due by the end of October. This process may include individual interviews with project leaders. Based on recommendations from the advisory board, the leadership team will recruit and appoint new members of the advisory board as needed to fill vacancies.

The membership of the advisory board is outlined in its bylaws. The responsibilities of the advisory board are to advise and recommend action by the site director regarding the work of the site. These responsibilities include the following: establishing and maintaining a vision for the site, approving new site projects and activities to support that vision, advising the leadership team, and coordinating and supporting the work of the project leaders. The advisory board elects from amongst its membership three offices of chair, secretary, and communications. These three officers serve one-year terms, renewable indefinitely. Their duties are as follows:

- **Chair:** convenes and conducts meetings, sets agendas with input from the leadership team, oversees elections.
- **Secretary:** takes minutes, distributes governance council meeting and activity notices.
- **Communications:** oversees public relations and assists project leaders with institute recruitment, includes coordination of brochures.

A budget officer will be appointed by the director to oversee financial records and prepare and submit annual budget reports as required by NWP. The site budget officer must be a Willamette University faculty member. The site will hire an administrative assistant, who will manage the budget, deposit monies, and pay expenses as directed.

Project leaders volunteer to direct projects of the site and are appointed to three-year terms by the leadership team. Terms may be renewed at the end of three years. See roles and responsibilities for each project leader.

## **PROPOSED ADVISORY BOARD BYLAWS**

### **Purpose of Project:**

The Oregon Writing Project at Willamette supports excellence in the teaching of writing at all educational levels and subjects through collaboration, education, and community involvement. As an affiliate of the National Writing Project, we are dedicated to improving the teaching of writing in our community's schools. Through a professional development model, OWP at Willamette aims to build the leadership, programs, and research needed for teachers to help their students become successful writers and learners.

The responsibilities of the advisory board are to advise and recommend action by the site director regarding the work of the site. These responsibilities include the following: establishing and maintaining a vision for the site, approving new site projects and activities to support that vision, advising the leadership team, and coordinating and supporting the work of the project leaders.

### **Scope of Project:**

To sponsor and administer a Summer Institute for teachers, modeled on the National Writing Project Summer Institutes, and to provide ongoing support for continuation programs, including teacher workshops, inservice activities, and professional development; other activities to be approved by the advisory board as needed.

### **Membership:**

Membership shall consist of no more than 15 members, including officers, which will be distributed in a balanced fashion across grade levels. As openings arise, invitations will be extended to fill vacancies.

Members will include:

- Program Site Director
- Site Co-Director(s)
- Summer Institute Co-Director(s)
- Advanced Institute Director(s)
- Young Writers Project Director
- Newsletter Editor
- Educational Technology Liaison
- Inservice Coordinator(s)
- Teacher Research Coordinator
- Project Alumni to rotate through three-year terms

**Officers:**

1. Chair: convene and conduct meetings, set agendas, oversee elections.
2. Secretary: take minutes, distribute governance board meeting and activity notices.
3. Communications: oversee public relations and institute recruitment, includes coordination of brochures.

(The three officers listed above will be elected from the advisory board membership by the advisory board, to serve one-year terms, renewable indefinitely.)

4. Treasurer: maintain financial records, oversee the depositing of monies and payment of expenses as directed.

**Must be Willamette faculty member.**

**Will be appointed by the OWP at Willamette site director.**

**ADVISORY BOARD CALENDAR**

**Tentative Project Calendar:** The Governance Board will meet a minimum of three times per year.

<b><u>FALL</u></b> <i>(September, October, November)</i>	<b><u>WINTER</u></b> <i>(December, January, February)</i>	<b><u>SPRING</u></b> <i>(March, April, May)</i>	<b><u>SUMMER</u></b> <i>(June, July, August)</i>
<ul style="list-style-type: none"> <li>• Summer Institute Follow-Up Day</li> <li>• New program proposals considered</li> <li>• Newsletter published</li> <li>• <b>Advisory Board Mtg.</b> <i>Focus: propose projects for the new budget year; propose project funding, National Conference attendance, debrief and assess previous year's projects.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Program dates and formats defined</li> <li>• Printing of new brochure inserts</li> <li>• Newsletter published</li> <li>• <b>Advisory Board Mtg.</b> <i>Focus: recruitment for the Summer Institute and other institutes, follow up on approved project plans, Washington, D.C., trip attendance.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Program dates and formats confirmed</li> <li>• Summer Institute applications due, followed by interviews</li> <li>• Summer Institute Orientation Day</li> <li>• Newsletter published</li> <li>• <b>Advisory Board Mtg.</b> <i>Focus: elections, new board membership.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Summer Institute</li> <li>• Advanced Institute</li> <li>• Young Writers Project</li> <li>• Tech. Institute</li> <li>• OWP at WU Birthday Writing Marathon</li> <li>• Newsletter published</li> <li>• Payment of stipends</li> </ul>

**OWP @WU Advisory Board & Leadership Team  
Contact List  
2012 – 2013**

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