



Texas Bluebonnet Award Coordinator 2023 – 2026 Contractor Job Posting

The Texas Bluebonnet Award (TBA) reading program was established in 1979 to encourage Texas children to read more books, explore a variety of current books, develop powers of discernment/ critical thinking, and identify their favorite books. The award process provides librarians, teachers, parents, and writers with insight into young students' reading preferences. It further affords an opportunity to honor and encourage imaginative authors who create books with high appeal to children.

The Texas Bluebonnet Award (TBA) Coordinator is a part-time contract position performing services for the Texas Library Association (TLA). The TBA Coordinator works in close alignment with TLA staff and the volunteer leadership of the Children's Round Table and the Texas Association of School Librarians. The TBA Coordinator's work supports and coordinates the TBA Reading List Selection Committee, arranges for on-going education of the committee members, and liaises with the TBA Luncheon Planning Committee. The TLA Executive Board and CRT and TASL leadership is kept apprised of program outcomes and results of the TBA Reading List, Program Committee and TBA Luncheon financial results.

This is a contract position that requires less than full time work, and which reports to the TLA Executive Director, or their designee. This position may be undertaken remotely and is expected to take an average of 15 – 20 hours/week. Some services may occur over weekend and evening hours. All work product is the intellectual property of the Texas Library Association, and the TBA Coordinator will need to execute proper documentation establishing this. The TBA Coordinator will be expected to use their own equipment and reimbursed for reasonable business expenses approved in advance such as printing, postage, mileage and approved travel expenses and program expenses.

The TLA expects that the position term will run from April 2022 to April 2025, with either party to the contractor relationship free to alter this timeframe at will. The TBA Coordinator is not eligible for employment benefits with TLA. Prior to formally starting the role the TBA Coordinator must agree to undergo reasonable training without compensation.

Due to the scope of work and required knowledge of the Texas library community and TLA processes applicants must:

1. Be a current or retired school or public librarian,
2. Hold and maintain an active TLA membership,
3. Have served as a volunteer in either the Children's Round Table or the Texas Association of School Librarians,

4. Have written approval, if appropriate, from your employer to take the position if selected,
5. Be able to travel to various meetings both in Texas and nationally 3-4 times a year,
6. Not be under contract or employed by a publishing company or any employer whose work and purpose may provide a conflict of interest with the work of the Texas Bluebonnet Award,
7. Not serve as an officer of a TLA Division or Round Table during the term of the role.

Position Responsibilities:

8. Guide and direct the educational focus of the Texas Bluebonnet Award program and serve as an advocate and champion of the program.
9. Monitor use of the TBA logo and keep the TLA Executive Director and Executive Board apprised of any infringements associated with its use.
10. Chair the TBA Selection and Program Committee and coordinate with the Chairs of the TBA Luncheon Committee; schedule meetings; plan and communicate agendas, oversee the preparation and dissemination of meeting minutes and materials.
11. Coordinate with book Publishing houses and TLA staff for the procurement, distribution, and authorization of reading materials for the Reading List Selection process.
12. Attend the TLA Annual Conference, the TLA Annual Assembly, TBA committee meetings, ALA Annual Conference, and ALA Midwinter Meeting.
13. Prepare and provide recommendations for the TBA budget in collaboration with the TLA Executive Director annually.
14. Coordinate with TLA staff those activities involved with the TBA Program; registration of participants, mailings, selling of promotional materials, newsletters, program sponsorship, website components, and publicity packets, etc.
15. Authorize expenditures and reimbursements from TLA according to policy and procedure.
16. Maintain/update the Texas Bluebonnet Award Program Procedures Manual and make it available upon request.

17. Review the goals, objectives, guidelines, policies, and procedures of the TBA Selection Committee and the TBA Program Committee and recommend improvements in the general operation of the project to the TLA, TASL, and CRT Executive Boards.
18. Oversee the electronic tabulation of ballots to determine the winning book and author for the Texas Bluebonnet Award.
19. Prepare and provide regular reports on position work and outcomes in alignment with TLA staff and leadership requests.
20. Perform all services for TLA in keeping with its ethical expectations.

Desired Experience and Qualifications:

1. Coordination of large volunteer groups and meetings,
2. Experience developing agendas and producing meeting minutes,
3. Experience producing clear, concise written and verbal communication,
4. Experience with detailed contracts – reviewing, editing, and writing,
5. Current technologies such as video conferencing, databases, DocuSign, Google, and Microsoft Office 365 and working with high resolution graphics in various image management software.
6. Budget and expense management experience

Compensation:

Where services are performed as expected, the TBA Coordinator shall be paid \$1,000 per months following proper invoicing to TLA beginning May 2023

Application Cycle Information:

Please submit your letter of interest and a resume to Shirley Robinson, CAE, Executive Director at shirleyr@txla.org by February 25, 2022.

Applications will be reviewed by committee in early March and finalist candidates will be receive notification of a virtual interview date in April. The selected coordinator will be expected to attend the TLA Annual Conference in Fort Worth that takes place April 25 – 28, 2022 at their own expense.