

## **Forum Coordination Teams: Membership and Responsibilities Religious Education Association**

(Approved by REA Board, February 2006; revised version approved by REA Board,  
March 2009)

### **I. Purpose**

Forum Coordination Teams are organized to help the REA sustain its focus on the three major contexts for religious education, as delineated in the three Forum titles: “Religious Education in Faith Communities,” “Religious Education in Public Life and the Global Community,” and “Religious Education in Academic Disciplines and Institutions” (6.1.1-6.1.3).\*

### **II. Composition**

Three REA members serve on each Forum Coordination Team. Of these three, one is designated as Chair, one is the Forum representative for the **Call for Papers** Committee, and one is the Forum representative for the Editorial Board of *Religious Education* (6.1.5).

### **III. Election, Time Commitment and Rotation of Duties of the Forum Coordination Team Members**

- A. Each member is elected for a three-year term, in three staggered overlapping classes (6.1.4).
  
- B. Upon election, a new member is assigned one of the following roles on the Forum Team, and remains in this role throughout his or her three-year term (see descriptions of these roles below, “Individual Responsibilities of the Three Forum Coordination Team Members”):
  1. Member of Editorial Board of *Religious Education*
  2. Member of Call for Papers Committee (one of the 3 members of the Call for Papers Committee will also be designated as Committee Chair)
  3. Forum Chair

### **IV. Team Responsibilities of the Forum Coordination Team Members**

- A. “The task of the coordination team will be to promote the effective functioning of the forums through their input in Association programming matters as outlined in the programming section” (6.1.4).
- B. “The three representatives of each forum help to facilitate programming related to their forum within the overall theme of the annual meeting.... Forums may also organize national or regional events apart from the annual meeting. The forum representatives (Coordination Teams) are responsible for any special activities of

---

\*Section numbers in parentheses refer to the REA-APRRE Reorganization Document, May 2003, [http://www.religiouseducation.net/org/reorg/May\\_03%20REA\\_APRRE.rtf](http://www.religiouseducation.net/org/reorg/May_03%20REA_APRRE.rtf). Consult this document for full information on the items summarized here.

the forum occurring beyond scheduled Research Interest Groups, Resourcing Groups, and Colloquia at the annual meeting and for activities beyond the annual meeting” (6.1.5).

## **V. Individual Responsibilities of the Three Forum Coordination Team Members**

1. Member of Editorial Board of *Religious Education*
  - a. Consults with the Editor on future directions for the journal
  - b. Reviews articles as appropriate for inclusion in the journal and as appropriate to one’s expertise
2. Member of Call for Papers Committee
  - a. Determines guidelines for submission of proposals and papers in conjunction with the annual meeting, typically in late February
  - b. Reviews set of proposals for Research Interest Group Papers, Resourcing Workshops, and Colloquia submitted each spring for the upcoming annual meeting (6.3.2 and 6.3.8), typically in May
  - c. Determines list of accepted proposals and their placement within the annual meeting program, typically in summer
  - d. Reviews Research Interest Group papers submitted following the annual meeting and makes recommendations for those to be published in the annual meeting issue of *Religious Education*, typically in January-February
3. Forum Chair and Member of Annual Meeting Program Planning Committee
  - a. Coordinates the work of the Forum throughout the year
  - b. Communicates with the Board President and Executive Secretary as needed regarding the work of the Forum, budget, etc.
  - c. Attends the annual Board retreat in February
  - d. As determined by the Program Chair of the Annual Meeting: Assists in the planning of the annual meeting and in coordinating the contribution of the Forum to the meeting, typically from February through the end of the meeting in November

## **VI. Communication of REA Officers with Forum Team Members**

- A. Upon election to a Forum Team, new members will receive a notice from the Executive Secretary informing them of their official role on the Forum Team, including a copy of this document, the current Board and Forum rosters, available budget for Forum activities, and any other items deemed necessary by the Board. The Executive Secretary will include all Forum Team members in Board communication as appropriate, and will inform each Forum Chair of the annual Board retreat and his or her expected attendance. The Executive Secretary will communicate with the Networking Coordinator regarding the Forum membership rosters and Forum Team chairs.
- B. The Program Chair of the Annual Meeting will communicate with each Forum Chair regarding the Forum Team responsibilities for implementing the theme of the Annual Meeting.