



Area Leader Handbook

August 2018

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LLL of MA/RI/VT Leaders

Leaders in LLL of MA/RI/VT have various levels of support available to them. This document provides an explanation of how LLL is organized and information describing Area procedures, where to find information, and how to contact the Area Team and Area Council.

Leader Responsibilities

- Helping breastfeeding parents one-to-one by telephone or in person
- Planning and leading monthly Series Meetings
- Supervising management of the LLL Group
- Keeping up-to-date on breastfeeding information
- Helping other breastfeeding parents find out about leadership and preparing to become LLL Leaders

taken from the *Leader's Handbook*

The Area provides support to help Leaders fulfill these responsibilities. The LLL of MA/RI/VT Area Agreement outlines roles and responsibilities. The agreement is both between the Leaders and the Area and the Area and the Leaders. Leaders agree to the Area Agreement when connecting with LLL of MA/RI/VT and affirm this agreement each year when paying Leader dues to the Area. You can find this document on the Leader Department page of the Area website (password: access4ALLL).

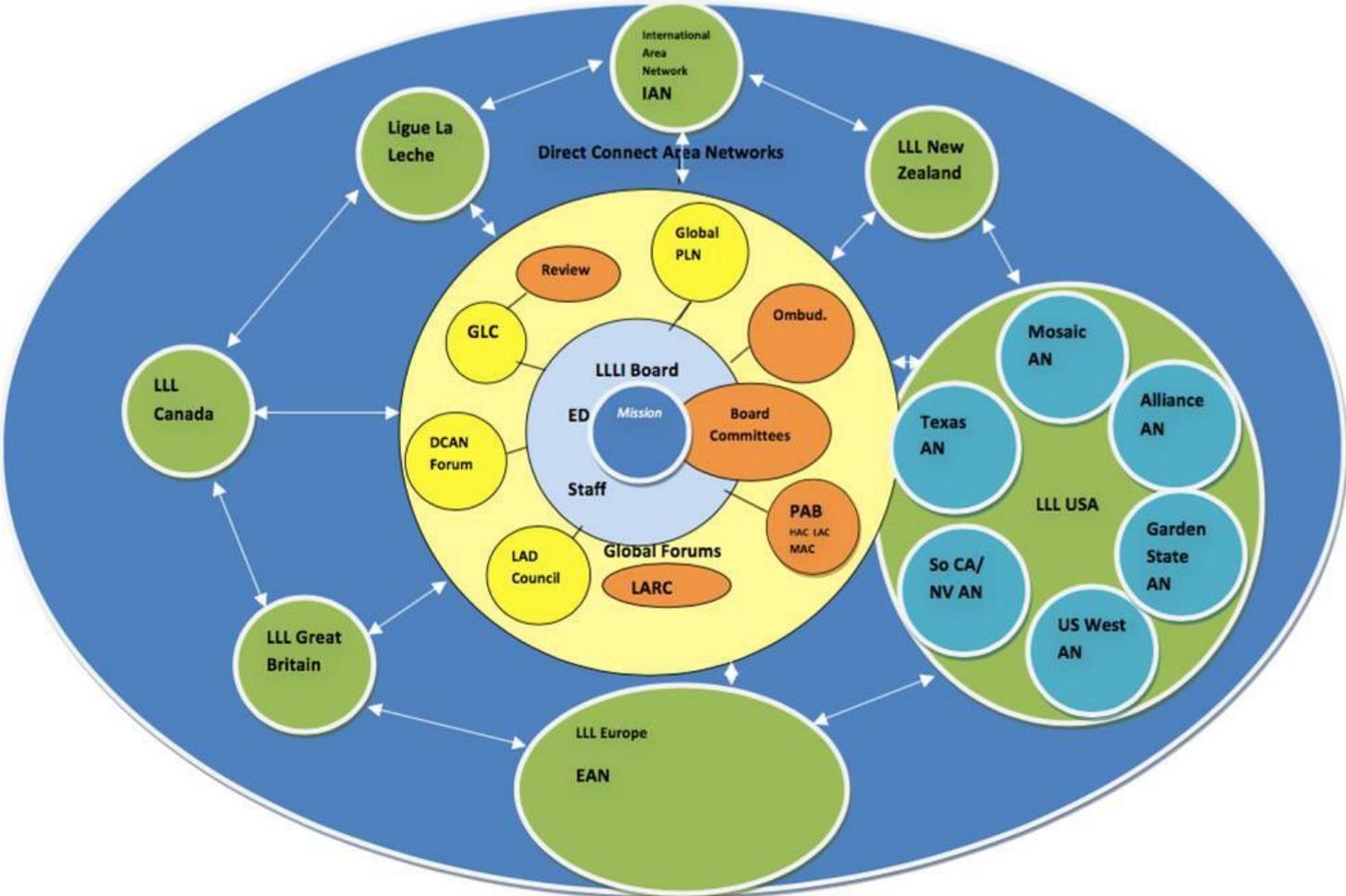
LLL Structure

There are several levels of support in La Leche League and each part of the organization supports Leaders in different ways. You are connected with the Area LLL of MA/RI/VT, and your direct support comes from this Area. LLL of MA/RI/VT is one of the many Areas connected with LLL Alliance for Breastfeeding Education (our Area Network). Alliance provides support to Area administrators (the Area Team). LLL Alliance is connected to LLL USA (Direct Connect Entity or DCE), and LLL USA is one of the DCEs that connects to La Leche League International (LLLI). LLLI is made up of the Executive Director, Board of Directors, and IMI, a professional services firm which provides management, consulting, and outsourcing to the nonprofit community.

What this means:

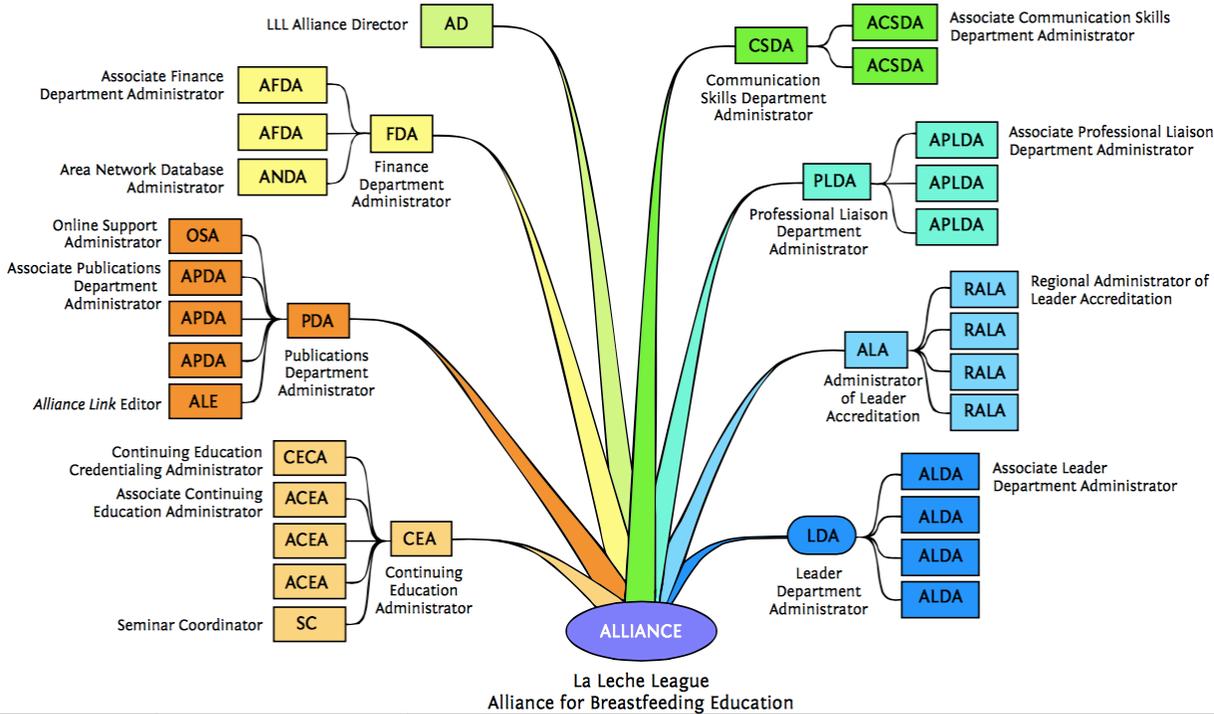
- A Leader connects to the local Area (MA/RI/VT) which provides direct support and administrative structure to the Leaders here. Leaders pay dues to the Area and the Area Agreement our responsibilities as Leaders to the Area and as an Area to Leaders and outlines how we work together.
- LLL Alliance provides support to Area administrators (the Area Team).
- LLL USA provides administrative services through the six LLL USA Area Networks.
- LLLI provides administrative services through the Direct Connect Entities.

This graphic shows the La Leche League organizational structure.

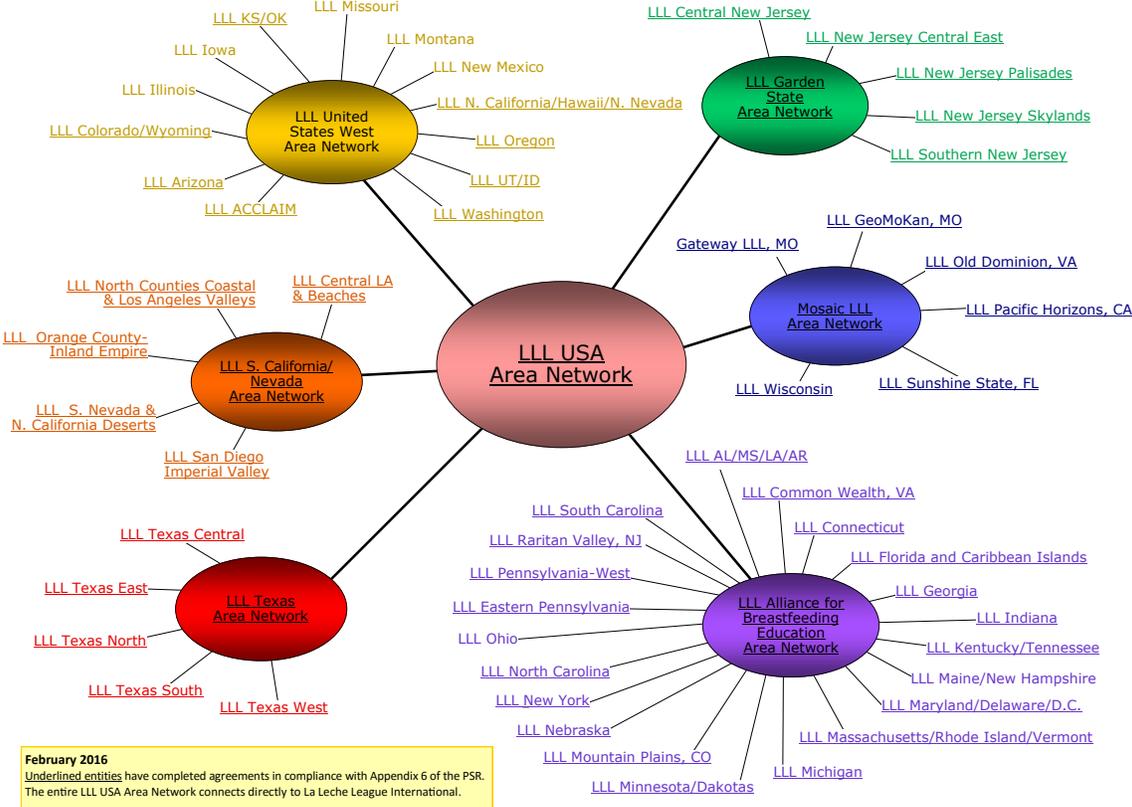


LLI Organizational Chart / Strategic Plan Committee / March 2016

This graphic shows the LLL Alliance for Breastfeeding Education support that is available to LLL of MA/RI/VT.



This graphic shows the LLL USA connections, via the Area Networks. LLL USA is connected to LLLI, along with the other Direct Connect Area Networks.



February 2016
Underlined entities have completed agreements in compliance with Appendix 6 of the PSR.
 The entire LLL USA Area Network connects directly to La Leche League International.

Area Management and Leader Support

LLL of MA/RI/VT is managed by the Area Team, which is made up of the heads of each department. These several Leaders work together to manage Area affairs. The Team positions are underlined in the paragraphs that follow.

The Area Council is comprised of Leaders who fill a number of supporting roles within each of the departments and their positions are listed in the Area Directory at the end of this document. You may contact them to ask questions about their positions, find out how they can assist you in your work as a Leader, or to get more information about joining the Area Council.

Leader Department

The Area Coordinator of Leaders (ACL) is the department head. The ACL offers Leaders encouragement, recognition, and enrichment, and acts as the link between La Leche League USA, LLLI, and the Area's Leaders. Overseeing Area policy and procedures, finances, and activities are among the ACL's responsibilities.

The ACL is assisted by the District Advisors (DA). Your DA can offer support, suggestions, and guidelines to you and your Group and is your primary resource for any questions or concerns that arise. DAs check in regularly with each Leader in their Districts. Please feel free to contact your DA at any time.

Leader Accreditation Department (LAD)

The Coordinator of Leader Accreditation (CLA) is the department head. The CLA and Associate Coordinators of Leader Accreditation (ACLA) work with supporting Leaders to guide Leader Applicants during their preparation for leadership. The CLA and ACLAs correspond with Leader Applicants and the supporting Leaders throughout the accreditation time. This department can help answer any questions you have about the Leader accreditation process.

Professional Liaison Department

The Area Professional Liaison (APL) is the department head. This Team member and the Associate Professional Liaisons (AAPL) serve as a connection between LLL and the medical and legal communities. Professional Liaison Department personnel help interpret professional ideas and information for LLL Leaders and guide them in introducing LLL to the professional community. The APL or AAPL is available to assist you if you are helping breastfeeding parents with complex medical or legal issues. The APL and AAPL do not take over the helping role with a parent; they help the Leader to help the parent.

Communication Skills Department

The Communication Skill Instructor Coordinator (CSIC) is the department head. This department provides Communication Skills Enrichment workshops to enhance communication skills for Leaders, Leader Applicants, and parents. The CSIC (or CSI) is available to teach these classes locally and at District Workshops and the Area Conference. Information about these workshops can be found on the Area website on the Leader page.

Publications Department

The Area Publications Coordinator (APC) is the department head. The APC collects, edits, and prepares materials for the LLL of MA/RI/VT Area Leaders' Letter, *Yankee Wellspring*. Past issues of the publication is available on the Area website. The APC also supports Leaders with their written materials and can help to review and edit information Leaders wish to provide to parents.

The Area Online Coordinator (AOC) maintains the Area website and Facebook page and serves as a resource to you for your Group's webpage and Facebook page. The Interim AOC can be emailed at paula@lllmarivt.org. Contact the AOC with changes to meeting or contact information that appears on the Group webpage.

Continuing Education Department

The Area Coordinator of Events (ACE) is the department head. The ACE, along with the conference committee, plans the annual Area Conference.

Area Finance Department

The Area Finance Coordinator (AFC) is the department head. The AFC handles all financial transactions for the Area and keeps necessary records. Leaders who have questions about setting up bank accounts or any IRS matters can contact the AFC or the ACL. Semi-annual reporting and annual Group reports are made to the AFC. Memberships and fundraising fall under this department.

The **Area Secretary/Area Database Administrator** is a member of the Area Team. The Area Secretary/ADA keeps current records of all Leaders in the Area and notifies LLLI of all Group and Leader changes and prepares the Area Directory.

Commitment to Inclusion

La Leche League USA and LLL of MA/RI/VT are committed to diversity and inclusion. LLL supports all breastfeeding, chestfeeding, and human milk feeding families, inclusive of their race, ethnicity, immigration status, national origin, creed, age, sexual orientation, gender identity, family structure, primary language, ability, or socio-economic status. LLL USA fosters diversity among its Leaders so as to incorporate a wide variety of perspectives and responsible decision-making.

Area Districts and Groups

Vermont DA: Paula Manley (Interim)

Addison County/Middlebury	Essex
Burlington	Northeast Kingdom
Central Vermont	Southern Vermont

Central & Western MA DA: Paula Manley (Interim)

Amherst/Northampton
Sturbridge

Greater Boston & Merrimack Valley DA: Emily Samansky

Bedford	Greater Lawrence
Boston	Merrimack Valley
Gardner/Leominster	Waltham

North Shore DA: Linda Hussey

North Shore
Salem
Topsfield

Middlesex DA: Paula Manley (Interim)

Ashland/Holliston/Hopkinton
Framingham
Marlborough/Sudbury

South Shore DA: Kristina Schrag

Greater Brockton	Silver Lake/Plymouth
South Shore	

Bristol and Cape & Islands DA: Mary Jeanne Hickey

Central Rhode Island
Nantucket
Providence

Alaska DA: Paula Manley (Interim)

Anchorage, AK
Haines, AK

Serving on the Area Council

All Leaders are eligible to serve on the Area Council. A certain amount of LLL or other experience may be needed for some positions, but many positions do not require experience and they are open to all Leaders regardless of tenure. Positions on the Area Team and Area Council come with training and support throughout the appointment. Please contact the ACL if you are interested in helping in this way or want to find out more about what the Area's current needs are. We welcome all Leaders to explore the different opportunities available.

Running a LLL Group

The following information will be helpful to you as a Group Leader. Please ask your District Advisor to explain anything that is not clear. The DA is eager to correspond with and assist you. If the DA cannot answer your questions, they will find out and get back to you. Contact information for the Area Team and District Advisors is available at the end of this document.

Required Reporting

Please communicate with your DA on a regular basis. We no longer collect monthly meeting reports from Groups, but your DA would still like to hear from you regularly. Sharing information on the Group's activities, any challenges or accomplishments, and general information about what is happening with the Group's Leaders can be helpful. A simple way to do this is to send an email to your DA after your monthly meeting to give a quick update.

Keeping in regular contact with your DA allows the Area to get to know you and what is happening in the Group. Regular contact with your DA helps us to better support the Leaders throughout the Area.

The **Listed Leader** is the Area's primary contact for each Group. This Leader is responsible for collecting meeting attendance and helping stats from the Group Leaders and submitting the required reporting.

Each Group is required to complete a **Semi-Annual Report**. This online form is available on the Area website Leaders: Finance Department page (password: access4ALLL). Each Group Leader reports their information to the Group's Listed Leader so the Group totals can be reported. This report is submitted in early January and July, and collects information about meeting attendance, helping contacts, and other related information. The Area reports this information to LLL Alliance; it is combined with the data for the rest of the US and reported at the United States Breastfeeding Committee semi-annual meetings.

The other required report is an **Annual Group Financial Report**. This report, downloadable from the Area website Leaders: Finance Department page (password: access4ALLL), is an excel report submitted to the AFC and provides the Area with the important financial information we need in order to report to the IRS.

Groups in MA and RI which sell **taxable items** must also report and pay the tax collected within a few days of the end of each quarter (March, June, September, December). The AFC is required to file and pay sales tax to the state within several days of the end of each quarter. If you have taxable sales, please send an email to the AFC to notify her, and then mail a check payable to LLL of MA/RI/VT for the sales tax collected. This must be done by 3/1, 6/1, 9/1, and 12/1 for any quarter with taxable sales.

Non Group-Affiliated (NGA) Leaders

Some Leaders may decide to not actively lead with a Group, either temporarily or long-term. NGA Leaders can consider fulfilling their Leader responsibilities in a variety of ways by taking on Area or Team positions, helping Groups with phone calls, occasionally leading meetings when Group Leaders are unable to do so, or by taking on roles in Alliance or elsewhere in La Leche League. Contact the DA or ACL for information on Area Council openings.

NGA Leaders often participate in the Area Conference, Leader Education Workshops, and Chapter Meetings.

Required Reporting

NGA Leaders are required to complete the **NGA Leader Semi-Annual Report** in January and July. They should also stay in regular contact with their District Advisors and are required to advise the Area if there is an update to their contact information.

Financial Matters

Group Bank Account

Once a Group is established and has income from memberships and fundraising, the Group should open a bank account. To do so, contact the AFC. They can provide you with the information you need to open the account. The AFC will need the bank's name and address, Group name, and names of Leaders who will be on the account.

Leader Insurance and Dues— LLL of MA/RI/VT Leader Dues for the 2018 fiscal year are \$65/year if paid before the deadline. Leaders who are affiliated with a Group, have a role on the Area Team or Area Council, or who are Distinguished Leaders (25 or more years of service) may apply a \$15 discount, and pay \$50.

The Area pays a yearly assessment to LLLI, which is calculated by the number of LLL Leaders we report in December of the previous year. Leaders who are on the books on December 31 are included in the total assessment we are responsible for paying to LLLI. The Area is assessed approximately \$65 per Leader annually. This pays for liability insurance for each Leader (required for you to provide support and lead meetings as a Leader) as well as the costs associated with the business of keeping LLLI and our Division, LLL Alliance for Breastfeeding Education, up and running.

Without the prompt payment of dues by Leaders, we have a difficult time meeting our financial responsibilities as an Area.

Dues are currently billed in January and payment is due by March 31. Late fees are added on the first of each month until paid. The dues **MUST** be paid if you are to remain an active Leader. Leader dues can be paid from the Group treasury if the Group Leaders agree. If a Leader has financial hardship and the Group cannot cover the payment of dues, she should contact the ACL.

Leaders who do not pay dues after repeated attempts to contact them will be removed from the Area roster and notified of their retirement. If you wish to retire, please save the Area the time and expense of sending a certified letter by contacting the ACL. Because the Area is assessed based on our Leader roster on December 31, it helps the Area avoid unnecessary costs if Leaders considering retiring notify the Area before December 31 each year.

Group Affiliation Dues— Currently \$30/year. Dues are waived for Groups selling 3 or more memberships in the prior fiscal year, Groups selling 1-2 memberships pay \$15. Group dues are billed in January and due by March 31 each year. Late fees are added on the first of each month.

Memberships

Area memberships raise funds for both the Group and Area. Basic membership is \$40; half of the proceeds support the local Group. Memberships may be purchased directly through the Group with cash or check, or on the Area website. When a membership is purchased the member receives a welcome letter, membership card, and magnet from the Area.

The Area Finance Coordinator keeps track of current members. On a quarterly basis the AFC sends renewal reminders to Groups with a list of expiring members. As the primary connection to members, Groups should contact members to ask them to renew. Membership forms are available on the Area website Leaders: Finance Department page (password: access4ALLL).

Groups should be actively encouraging memberships. For questions on membership or ideas on how to sell memberships to Group attendees, contact your District Advisor or the Area Finance Coordinator.

LLL Publications, Continuing Education, and Leader Gatherings

Leader Today—An electronic journal from LLLI for Leaders. It is sent by LLLI bi-monthly to all current Leaders. Formerly called *Leaven*, this publication includes much useful information about the five basic Leader responsibilities.

Yankee Wellspring— LLL of MA/RI/VT Area Leaders' Letter (ALL). It is published periodically. Past issues of the print version are available on the Leader page of the Area website. All Leaders are encouraged to contribute articles to be considered for publication. If there is something you would like to write about please contact the APC or the ACL, who would love to hear from you.

District Workshops— Each District is encouraged to have a Leader Enrichment Day every year or two. The DA will send you information about attending and may ask you to help in some way. This is a great way to get to know Leaders outside of your Group and to share ideas.

Area Conference— LLL of MA/RI/VT has in the past had an annual Area Conference for Leaders, Leader Applicants, parents, children, and anyone interested in learning more about LLL, breastfeeding, and parenting. Conferences will resume when we are able to fill the open ACE position.

Chapter Meetings—Districts are encouraged to have regular Chapter Meetings. These gatherings support Leader networking and relationships between Groups and can involve outside speakers or be more informal social gatherings. If you are interested in arranging a Chapter Meeting, please contact your District Advisor.

New Groups

If you would like to begin a new Group, please contact your DA to discuss the idea first. If you wish to proceed, then contact the ACL to request approval to open the new Group.

Staying in Touch

It is important to keep current with Area and LLLI information. There are several sources of information.

Area Website

The Area website is www.lllmarivt.org. The Leader page has information and links that are helpful for Area Leaders, including online reporting forms and is password-protected. To access this information, use password: access4ALLL.

Group Webpage and Area Calendar

Each Group has a Group page on the Area website <http://lllmarivt.org>. To update your Group page with current meeting and Leader contact information, please contact the Interim Area Online Coordinator (AOC) paula@lllmarivt.org.

Please update the AOC with your meeting information so it can be included on the Area Calendar on the website and on your Group page.

LLL Alliance Website

Another source for Leader information is the Alliance website: <http://lllalliance.org>. To access the pages that are password-protected use the password: 4Leaders1956.

LLLMARIVTNews Yahoo Group

All Leaders receive an invitation to join the Area yahoo group. This is a group of active LLL of MA/RI/VT Leaders. The Area Team may share important Area information via this group and Leaders can discuss any Leader matters among themselves here. If you have not received an invitation to this group, please subscribe by sending an email to lllofmarivtnews-subscribe@yahoogroups.com. The Area Team also emails Leaders directly via Mailchimp. Each Leader will be subscribed automatically to this list. Area Leaders should remain subscribed to this list to continue receiving Area information.

Facebook

As many Leaders now prefer Facebook groups to email, we have an Area Leader Facebook group. This is a closed group for active LLL of MA/RI/VT Leaders. If you are not a member, please ask to join at: <https://www.facebook.com/groups/313653258829204/>.

You may also want to join the following LLL Facebook groups

LLL Leaders: <https://www.facebook.com/groups/122542657841441/>

LLL USA Leaders *official*: <https://www.facebook.com/groups/LLLUSALeaders/>

Leader Diversity: <https://www.facebook.com/groups/450424288427289>

LLLUSA Notices

LLL USA directly communicates with all USA Leaders via Constant Contact emails. Leaders should remain subscribed to the LLL USA Constant Contact list to continue receiving notices.

Area Team and Area Council Contacts 2017

Area Team Contacts

- Area Coordinator of Leaders (ACL) Paula Manley paula@lllmarivt.org
- Area Finance Coordinator (AFC) Amy Shaw afc@lllmarivt.org
- Area Events Coordinator (ACE) ~ open position
- Area Professional Liaison (APL) Yvonne Maalouf Mybaby4343@aol.com
- Coordinator of Leader Accreditation (CLA) Joan Crothers Joan_Crothers@me.com
- Communications Skills Instructor (CSI) Kathy Drury lllkathyd@gmail.com
- Area Publications Coordinator (APC) Alyson Dewar casey0222@yahoo.com
- Area Secretary and Area Database Administrator (ADA) Kim Bradlee kimbradlee@gmail.com

District Advisors

- Berkshire (Interim): Paula Manley paula@lllmarivt.org
- Bristol and Cape Cod & the Islands: Mary Jeanne Hickey chwey@affinity4.net
- Greater Boston and Merrimack Valley: Emily Samansky emsamansky@yahoo.com
- Middlesex and Worcester (Interim): Paula Manley paula@lllmarivt.org
- North Shore: Linda Hussey lindahuss@aol.com
- South Shore (Interim): Kristina Schrag kristinaschrag@gmail.com
- Vermont (Interim): Paula Manley paula@lllmarivt.org
- Alaska (Interim): Paula Manley paula@lllmarivt.org

Associate Coordinators of Leader Accreditation

- Kristen Carlson Kristen@theguidrys.us
- Emily Munce emily.munce@gmail.com
- Sally Newell chezmeme@gmail.com
- Darlene Utzinger utz.dp5@gmail.com

Associate Professional Liaison

- Open position

Area Resource and Support Staff

- Area Alumnae Representative Mary Jeanne Hickey mjhickey0220@gmail.com
- Area Alumnae Representative Ann White annvan@gmail.com
- Area Online Coordinator (Interim) Paula Manley paula@lllmarivt.org
- Big E Fair Coordinator Lezlie Densmore LezlieDen@gmail.com
- Equity Advocate Maureen Whitman mm.whitman@verizon.net
- Partners in Perinatal Health Representative Love Albrecht Howard alovea@comcast.net