



**Literacy Promotion
Association of Nigeria**

**LITERACY PROMOTION
ASSOCIATION OF NIGERIA (LiPAN)**
Promoting literacy and reading nationwide

HANDBOOK

FOR MEMBERS

2024

LITERACY PROMOTION
ASSOCIATION OF NIGERIA (LiPAN)
Promoting literacy and reading nationwide

First Printed 1993

Revised 2012, 2016, 2017, 2019, 2021, 2024

Contact: <https://lipanonline.org>

LiPAN 2024

Contents

Introduction	4
Vision and Mission Statements.....	7
Objectives	7
Means of Achieving Aims.....	9
Membership.....	10
Affiliation.....	11
Structure of LiPAN.....	12
National Executive Council (NEC).....	13
Meetings.....	16
Financial Statement.....	17
Auditor.....	17
LiPAN National Secretariat.....	17
Branches.....	18
Establishment of Chapters.....	19
Branch Link with National Executive Council.....	19
Chapter Link with Branches.....	20
Branches and Chapters.....	20
Interest Areas and Interest Groups.....	21

1.0 Introduction

This handbook provides an up-to-date comprehensive information about the Literacy Promotion Association of Nigeria (formerly Reading Association of Nigeria [RAN]), our past, present and future activities, as well as operational guidelines for members.

The Reading Association of Nigeria was inaugurated at the end of an international seminar on reading held in Zaria on 9-13 August 1982. The seminar was co-sponsored by the Institute of Education, Ahmadu Bello University, Zaria and the National Library of Nigeria. The year 1982 was also the year the Nigerian government launched the Mass Literacy Campaign. Over 150 participants from Nigerian and overseas universities, Federal and State Ministries of Education, national, state and institutional libraries, research agencies were in attendance, as well as language teachers and commercial publishers.

LiPAN is a not-for profit professional association registered with the Corporate Affairs Commission with registration number: 407393. From its inception, the secretariat of LiPAN has moved with the office of the National President. The table below lists the locations of the national secretariat of LiPAN, the presidents and their tenures to date:

Table 1: (Past) Locations of the national secretariat of LiPAN

S/N	LOCATION	PRESIDENT	TENURE
1	Department of Language, Arts, University of Ibadan, Ibadan.	Professor Solomon U. Unoh (of blessed memory)	1982-1986
2	Institute of Education, Ahmadu Bello University, Zaria	Professor Ralph Omojuwa (of blessed memory)	1986-1989
3	Faculty of Education, University of Jos	Professor Joanne Umolu	1989-1991
4	Department of Education and Literary Studies, University of Calabar	Professor Dele Orisawayi (of blessed memory)	1991-1993
5	Institute of Education, University of Ilorin	Professor E.A Abe	1994-1997
6	Adeyemi College of Education, Ondo	Professor Yemi Aboderin (of blessed memory)	1997-1999
7	Department of English, Obafemi Awolowo University, Ile Ife	Professor Chukwuemeka E. Onukaogu	1997-2002
8	Institute of Education, Ahmadu Bello University, Zaria	Professor Joseph S. Aliyu (of blessed memory)	2002-2006
9	Centre for General Studies, Federal University of Technology, Owerri	Professor Obiajulu Emejulu	2006-2008

Table 1: (Past) Locations of the national secretariat of LiPAN (contd)

S/N	LOCATION	PRESIDENT	TENURE
10	Department of Curriculum and Teaching, University of Calabar	Professor Louisa E. Uwatt	2006-2008
11	Department of Curriculum and Teaching, Benue State University, Makurdi	Professor Chinwe A. Muodumogu	2008-2010
12	Faculty of Education, Ekiti State University, Ado-Ekiti	Professor Gabriel O. Oyinloye	2012-2014
13	Department of English and Literary Studies, Veritas University, Abuja	Dr. Gabriel B. Egbe	2014-2016
14	Reading Association of Nigeria C/O Veritas University, Abuja	Mrs Irene Chinwe Mbanefo	2016-2018
15	Department of English and Literary Studies, University of Calabar, Calabar	Professor Stella I. Ekpe	2018-2020
16	Department of Arts and Language Education, Ekiti State University, Ado-Ekiti	Dr. Graceful Onovughe Ofodu	2020-2022
17	Department of Language, Arts and Social Science Education, Lagos State University, Lagos	Prof Solomon Olanrewaju Makinde	2022-2

LiPAN has held 17 biennial conferences: Zaria 1984, Ibadan 1985, Jos 1987, Owerri 1989, Ilorin 1993, Ife 1997, Aba 1999, Zaria 2002, Port-Harcourt 2006, Uyo 2008, Makurdi 2010, Abuja 2012, Ekiti 2014, Calabar 2016, Awka 2018, Port-Harcourt 2020, Lagos (LASU) 2022.

Four mid-term conferences have also been held: Ibadan 2007, Owerri 2009, Nsukka 2013, Ikeji-Arakeji 2015, Owerri 2019 and Ado-Ekiti 2021.

2.0 Vision and Mission Statements

Motto: *Promoting Literacy and Reading Nationwide*

VISION

To empower Nigerians with appropriate knowledge, attitudes and skills through reading, in order to effectively and efficiently harness our human and natural resources for the sustainable development of Nigeria.

MISSION

To promote the love of reading through empowerment of all those involved in literacy development through regular capacity building, curriculum evaluation and renewal, and provision of diverse reading materials in order to foster a love for reading in Nigeria, and among Nigerians.

3.0 Objectives

The aim of LiPAN is to promote literacy and reading nationwide, as embedded in the following objectives:

3.1 To improve the quality of reading instruction at all levels in Nigeria language and English, and where possible, any other language which may be used or studied in Nigeria by:

- (a) Encouraging the study of the nature of the reading process;
- (b) Stimulating and promoting research dealing with all aspects of reading and literacy;
- (c) Acting as a clearing house for information relating to reading and literacy.
- (d) Encouraging the development of quality teacher education programmes, both pre-service and in-service

3.2 To inculcate an awareness of the impact of literacy and reading by:

- (a) Encouraging the development of worthwhile reading tastes and permanent interests in reading;
- (b) Promoting the formation of lifelong reading habits;
- (c) Developing an appreciation of the value of reading and literacy in a democratic society.

3.3 To promote the development of a level of reading proficiency that is commensurable with each individual's unique capacity by:

- (a) Developing effective literacy skills in Mathematics, Sciences and Technology
- (b) Developing expertise in reading and writing in the content areas (a)
- (c) Fostering critical literacy skills.

3.4 To encourage collaboration with education authorities, educational research bodies, national and state libraries, and other bodies concerned with readership promotion by:

- (a) Developing orthographies in Nigeria languages, where none exists;
- (b) Producing reading materials in both Nigerian languages and English, and any other Language used or studied in Nigeria.

3.5 To seek participation with appropriate government and non-governmental agencies in the establishment of structures, programmes and literacy at all levels of society by:

- (a) Encouraging the participation of government and non-governmental agencies in LiPAN activities
- (b) Seeking support from donor agencies, corporate organizations and individuals in the promotion and development of reading and literacy.

4.0 Means of Achieving Aims

- (a) Holding conferences, workshops, seminars, meetings in different parts of the country;
- (b) Conducting research and surveys of national dimension on literacy and reading;
- (c) Engaging in consultancy services for national bodies and federal government agencies;
- (d) Soliciting for and receiving books, gifts and aids in cash and kind from both internal and international bodies, agencies and groups;
- (e) Requesting representation on committees, boards, agencies and other bodies set up at federal, state, local government and

- institutional levels on issues affecting literacy, reading, publishing and language use;
- (f) Initiating investigations and research into areas of literacy, post-literacy, reading and where necessary, communicating findings to governments and educational institutions;
 - (g) Disseminating information of importance on reading and literacy through the following channels:
 - i Newsletters circulated to all registered members, institution and organizations;
 - ii Monographs relating to issues, problems, practices in literacy and reading;
 - iii Journals
 - iv Books with content relating to literacy and reading;
 - v Any other means of information dissemination.

5.0 Membership

Membership of LiPAN is open to all professionals who need and use literacy skills. It is not limited to teachers of English, literature and Language Arts. The following are the membership categories:

Personal

This is opened to all Nigerians nationwide and to interested non-Nigerians normally resident in Nigeria.

Institutional

This is opened to bodies such as academic departments, ministries of education, research agencies and others

Honorary

This is opened to distinguished Nigerians as well as foreign nationals not normally resident in Nigeria who have made and are willing to

make remarkable contributions to reading and literacy in Nigeria. This membership is by conferment.

Student

This is extended only to those receiving full-time courses of instruction in colleges and universities.

Hall of Honour

This is for LiPAN members who have made outstanding contributions to the growth and development of literacy. This membership is by conferment.

6.0 Affiliation

LiPAN is a national affiliate of International Literacy Association (ILA) with Headquarters in Newark, Delaware, United States of America. The Chapter was recognized in 1984.

LiPAN is also a member of the International Development Committee for Africa (IDC-Africa), the Pan-Africa umbrella of ILA.

Relationship of LiPAN and ILA

- (a) As a national Affiliate, LiPAN and LiPAN members benefit from ILA's publication, grants, donations and gifts;
- (b) Immediately after election, the affiliate president sends in the names of the affiliate officers on forms provided by the headquarters;
- (c) Affiliate officers share news about ILA contained in newsletters and at affiliate meetings;
- (d) National affiliate is encouraged to translate and reproduce for their own non-commercial professional use-only materials copyrighted by the Association. Specific requests are expected to be sent to the Director of Publications at thw

Headquarters, with statement of the number of copies intended for distribution, the intended use of materials, the intended audience and the means planned for reproduction.

7.0 Structure of LiPAN

The administration of LiPAN is in tiers with the Board of Trustee at the apex. Other levels include: the National Executive Council, Branch Executive Council and Chapter Executive Council, where Chapters exists.

7.1 Board of Trustees

Following a resolution of the National Executive Council adopted in February 1992 to set up a board of trustees for the Association, a Board of Trustees for LiPAN was inaugurated in 1999 to maintain a strong link among its founding officers, successive officers and its old and new members.

Membership of Board of Trustees

- (a) Chair (to be appointed from among former National Presidents)
- (b) Deputy Chair
- (c) Four longstanding members with professional background in reading and literacy (As appointed by the National Executive Council and ratified by the Biennial General Meeting)
- (d) The immediate Past President
- (e) One member elected by the Biennial General Meeting
- (f) The current National President as secretary

Tenure of Board of Trustees

The Chair, Deputy Chair and the four appointed members shall hold the office for four (4) years. The Deputy Chair shall automatically become the Chair for a term of four years. The elected members shall

hold offices for Four years. The tenures of the immediate past President and the current President are defined by their offices.

Functions of Board of Trustees

- (a) To provide a supervisory role in overseeing the overall affairs/activities/programmes of the Association;
- (b) To formulate/approve appropriate policy guidelines in pursuit of the aims of the Association;
- (c) To attract from various sources funds for sustaining programmes and projects of the Association;
- (d) To approve annual budget proposals and plans of the Association as presented by the National Executive Council;
- (e) To receive annual reports of activities of the Association, including financial reports and approve plans for the future
- (f) To act as custodian of LiPAN Endowment Fund, fixed deposits and other tangible assets;
- (g) To ratify nominations into LiPAN Hall of Honour.

7.2 National Executive Council (NEC)

Membership of NEC

The Vice President in a preceding NEC moves up to become the President. Other officers of the National Executive Council who are normally elected at Biennial General Meeting include:

- Vice President
- Secretary
- Treasurer
- Director of Membership
- (All Branch Presidents)

Qualification for Elections into NEC

- (a) To qualify for election as Vice President, Secretary, Treasurer, and Director of Membership, continuous financial

membership for at least four (4) years, that is, two (2) attendances at biennial conferences, is required.

- (b) To qualify for election as Vice President, in addition to (a) above, a member should have held an executive position at National, Branch or Chapter level.
- (c) To qualify to vote and be voted for in an election, a candidate shall be a duly registered and an up to date financial member.

Elections into NEC

- (a) Members seeking elective positions are required to collect and complete nomination forms online before the commencement of the Conference.
- (b) All elections shall be by secret ballot.
- (c) Winners shall be declared by simple majority votes.

Tenure of NEC Members

Each elected officer shall hold office for two (2) years but if qualified for re-election, shall be re-elected for another period of two years, except the president. The Vice-President automatically becomes the president at biennial conferences

Functions of Officers of NEC

A. President

The President shall act as the executive officer of the Association: shall preside at all meetings of the Association, counter-sign all contracts and other instruments of the Association, exercise general leadership and supervision over the affairs of the Association in implementing its purposes; and execute such additional duties as are defined by the Executive Council or the Biennial General Meetings.

B. Immediate Past President

At the expiration of a term of office, the President shall automatically become the immediate past President for a period of two years. The immediate past President shall serve as a member of the National Executive Council.

C. Vice-President

The Vice-President shall serve as a member of the National Executive Council, and shall fulfill such other duties as are assigned by the executive council or the Biennial General Meeting; shall assume and perform the duties of the President in the event of absence, incapacity or resignation of the President. Should the office of president become vacant, the Vice President shall become President immediately, shall serve the remaining term of the President, and in addition, serve the full term of a President. In the event that, for any reason, the Vice President is unable to assume the duties of President immediately, the Executive Council shall by majority vote select a president pro-term for the remainder of the president's term of office.

D. Secretary

The Secretary shall execute the duties essential to the maintenance of record and correspondence of the Association; and act as Secretary to the Executive Council and the Biennial General Meeting.

E. Treasurer

The Treasurer shall have custody of the funds of the Association which shall be deposited in the name of the Literacy Promotion Association of Nigeria, at such bank as the National Executive Council may specify; collect subscriptions and other monies due to the Association; sign cheques and drafts on behalf of the Association for the disbursement of funds in accordance with the budget approved annually by the Executive Council, Board of trustees and Biennial

General Meetings, cooperate fully with those persons appointed to make the annual audit.

F. Director of Membership

The Director of Membership shall accept members into the Literacy Promotion Association of Nigeria and maintain the roster of members, update and maintain communication with members, and advise on strategies for improving membership.

G. Branch Chairpersons

All Branch Chairpersons as elected by their Branches shall attend National Executive Council meetings, serve in committees and shall carry out all assignments as may be assigned to them by the National Executive Council.

8.0 Meetings

The Executive Council shall be empowered to hold such meetings on the call of the National President, as it shall be deemed necessary, and at such times and places as the President may determine. However, it shall hold not fewer than two meetings per year. The Secretary may arrange a meeting of the Executive Council on request of five or more Executive members in the event that the President persistently refuses to call for an Executive Council Meeting. The first meeting of the Executive Council for their year of office shall be held as soon as possible after the Biennial General Meeting to lay out plans for that year.

Business between Meetings

The President is authorized to consult the Executive Council concerning important decisions which must be made between meetings by any available means of communication.

Quorum

One-third of the members of the Executive Council shall constitute a quorum.

9.0 Financial Statement

The Executive Council shall request the preparation of a financial statement by the Treasurer annually. The financial statement shall then be presented to the Board of Trustees as well as the Biennial General Meeting for consideration.

10.0 Auditor

The Treasurer's financial statement shall be submitted to an independent auditor, whose report shall also be presented to the Board of Trustees and the Biennial General Meetings.

11.0 LiPAN National Secretariat

- (a) Superintends over the organization of LiPAN;
- (b) Links LiPAN with all external/international bodies and agencies;
- (c) Works with federal government agencies for promoting and implementing LiPAN objectives and goals;
- (d) Makes appropriate information available to all State Branches;
- (e) Deals directly with registered members located in states yet without established branches or chapters.

12.0 Branches

12.1 Existing Branches

To date, eighteen (18) branches of LiPAN have been established nationwide, namely:

Abakaliki	-	Ebonyi Stte
Abeokuta	-	Ogun State
Abuja	-	Federal Capital Territory
Ado-Ekiti	-	Ekiti State
Awka	-	Anambra State
Bauchi	-	Bauchi State
Calabar	-	Cross River State
Enugu	-	Enugu State
Jos	-	Plateau State
Ibadan	-	Oyo State
Ilorin	-	Kwara State
Ile-Ife	-	Osun State
Keffi	-	Nasarawa State
Lagos	-	Lagos State
Makurdi	-	Benue State
Owerri	-	Imo State
Port Harcourt	-	Rivers State
Uyo Akwa	-	Ibom State
Zaria	-	Kaduna State

12.2 Branch Formation and Coverage

Where 10 (ten) or more registered members of LiPAN are located within a manageable radius of interaction, a branch can be organized and inaugurated after giving due notice to the National Secretariat. Each branch is expected to function as state branch and to draw its members and spread its activities across the state and various education/literacy interests.

12.3 Branch Officers

Each Branch is required to have a Branch Executive Council and to:

- (a) Use the designated "Branch President" for the chair of the Branch Executive Council;
- (b) Adopt the offices created for the National Executive Council and, if necessary, create more offices to serve their local needs;
- (c) Adopt the constitution and conventions of LiPAN in their administration and activities.

13.0 Establishment of Chapters

Branches shall encourage the formation of State Chapters within the state where there are up to 10 members clustered around a location too far from the state branch secretariat to participate regularly in State Branch activities. Such Chapters may be located in a number of cities within the state, shall be regarded as bonafide members of the State Branch, and shall operate through the state branch to the National Secretariat.

Chapter Officers

Each Chapter is required to constitute a Chapter Executive Council and to adopt the practices as prescribed for branches in 12.2-12.3.

14.0 Branch Links with National Executive Council

Each Branch is required to provide appropriate links with LiPAN NEC. Each Branch President is a Member of LiPAN NEC, and should:

- (a) Attend all meetings and programmes of LiPAN NEC;
- (b) Remit to LiPAN National Secretariat 75 percent of membership annual dues, unless otherwise specified;

- (c) Submit to National Secretariat annually an updated list of Branch officers and members with their postal and e-mail addresses;
- (d) Submit to National Secretariat periodically reports of activities, programmes and projects undertaken, for the records and for inclusion in the LiPAN Newsletters/website. These reports include minutes of General meetings held.

15.0 Chapter Links with Branches

Each Chapter is required to maintain appropriate links with the State Branch as prescribed in 13.0 above.

16.0 Branch and Chapters

Branches and Chapters shall:

- (a) Conduct monthly meetings with literacy/reading problems as focus of discussion, lecture, and other activities, apart from administrative matters;
- (b) Hold workshop and seminars focusing on identified literacy and reading problems in the State or Local Government Areas;
- (c) Establish working links with relevant government and non-governmental agencies in the State or Local Government Areas (Agency for Adult and Non-formal Education, Ministry of Education, Rotary Club, professional groups, Schools, State Commission for Women, and others), with shared interests and concerns towards the promotion of literacy and reading;
- (d) Carry out book circulation to schools (mobile Library);
- (e) Organize Vacation/Weekend Reading programmes, mobilize children and adults to visit the local library and read for specific and various purposes;
- (f) Create community reading centers, book clubs, and others.

- (g) Encourage radio and television programmes featuring issues in literacy and reading;
- (h) Run reading clinics/training towards the development of reading skills and reading comprehension under the direction of reading experts;
- (i) Produce reading materials for readers at all levels;
- (j) Engage in consultancy services provided by literacy and reading experts;
- (k) Develop reading activities and materials in Nigerian languages;
- (l) Promote reading tastes, reading for professional purposes and for pleasure;
- (m) Encourage membership of LiPAN for personal and professional development.

17.0 Interest Areas and Interest Groups

The promotion of literacy and reading is a continuous, development enterprise. Consequently, LiPAN is committed to:

- (a) Reducing the level of illiteracy nationwide;
- (b) Sustaining literacy at all levels and in all facets of life. Individual members, groups, Branches and Chapters may therefore select for special focus any of the following suggested special concerns:

Level of Interest Groups

- (a) Early Literacy/Pre-school
- (b) Primary School Reading
- (c) Secondary School Reading
- (d) College/University Reading
- (e) Adult Literacy

Areas of Professional Interests

- i. Administration and Supervision
- ii. Adult Literacy
- iii. Adolescent Literacy
- iv. Assessment and Testing (Diagnosis)
- v. Beginning Reading and Writing
- vi. Classroom Strategies
- vii. Comprehension Skills and Strategies
- vii. Content Area Literacy
- ix. Critical Literacy
- x. Development
- xi. Family Literacy
- xii. Home, School, Community Partnership
- xiv. Instructional Materials and Book
- xiv. Instructional Technology
- xv. Language Study
- xvi. Libraries
- xvii. Literacy Policy
- xviii. Literature
- xix. Motivation and Engagements
- xx. Multi-language Literacy
- xxi. New Literacies (Electronic, Media, Visual)
- xxii. Professional Development
- xxiii. Reading Remediation
- xxiv. Research (Quantitative and Qualitative)
- xxv. Socio-Cultural Influences
- xxvi. Struggling Learners

xxvii. Teacher Education.

xxviii. Written Composition