

Consider Becoming an Illinois Reading Council Officer!

In 2019-2020, the following Offices will become available:

Vice President & Treasurer

If you have been active in a local council, special interest council, or the IRC Board of Directors, you may qualify for one of these state offices.

If you are interested in either of these positions, or if you have someone else in mind whom you would like to nominate, please complete the application and return it, by March 1, 2018, to the Nominations Chair:

Patricia Tylka
7n050 Canterbury Court
St. Charles, IL 60175
Phone: 630-204-1258
Email: pjtylka@gmail.com

Timeline:

- | | |
|-------------------|---|
| March 1, 2018 | Nominations due to the Nominating Committee Chair |
| June 20, 2018 | Committee Chair will present the slate of officers at the Board Meeting. Candidates will be invited to introduce selves at the the Board Meeting. |
| August 1, 2018 | Ballots will be emailed to voting members. |
| September 1, 2018 | Voting ends and ballots must be returned to the IRC Office. |
| October 5, 2018 | Results of the election will be announced at the Annual Meeting. |

Nomination Form
Candidates for Illinois Reading Council Offices

Nomination for the office of _____

Signature of person running for office indicating awareness of this nomination.

_____ Date: _____

Name of person submitting this form.

_____ Date: _____

I. PROFESSIONAL DATA:

Name _____

Home Address _____

Business Address _____

Home or Cell Phone _____ Business or Alternate Phone _____

Email _____

II. EDUCATIONAL BACKGROUND

III. PROFESSIONAL EXPERIENCE (Please list present and one previous position.)

IV. MEMBERSHIP IN EDUCATION ORGANIZATIONS:

A. Reading Organizations (Offices held, committee assignments, other involvement. Please indicate year of each activity.)

1. Local

2. State

3. International

B. Organizations (offices held, committee assignments, other involvement. Please indicate year of each activity.)

V. PROFESSIONAL AND COMMUNITY SERVICES:

VI. CAREER SUMMARY: (Please attach a single page summary of your career in reading in news release format (third person) of approximately 350 words.)

VII. DESIRED GOALS FOR IRC: (Please attach a single page summary in news release format of approximately 200-350 words stating your goals/directions/visions for IRC.)

VICE PRESIDENT

QUALIFICATIONS:

The candidate

1. Shall be a member of the International Literacy Association and the Illinois Reading Council.
2. Shall be familiar with and in agreement with the goals and vision of the International Literacy Association and the IRC.
3. Shall have exhibited leadership qualities in reading councils within the state.
4. Shall have been active at both a council level within the state and also active in the IRC as a regular member of the Board of Directors.

JOB DESCRIPTION:

The Vice President

1. Shall attend all IRC Board of Directors and Executive Committee meetings.
2. Shall be the presiding officer of the Board of Directors, the Executive Committee, or the Annual Meeting in the event that both the President and the President-Elect are absent, are incapacitated, or have resigned.
3. Shall assume the office of the President-Elect for the remainder of that term of office in the event that the President-Elect resigns or the office is otherwise vacated.
4. Shall serve as assistant program chair for the annual conference and assist the President-Elect in coordinating all functions of the Program Committee.
5. Shall serve as a member of the Membership Committee.
6. Shall serve as a member of the IRC Award Committee.
7. Shall perform such duties as are assigned by the Executive Committee or the Board of Directors.
8. Shall give to successor all appropriate information and materials by the closing of term of office.

TREASURER

QUALIFICATIONS:

The candidate

1. Shall be a member of the International Literacy Association and the Illinois Reading Council.
2. Shall have been active in the IRC at the committee, program or Board of Directors level.
3. Shall be familiar with standard and accepted procedures for maintaining accurate and complete financial organizational records.

JOB DESCRIPTION:

The Treasurer

1. Shall attend all Board of Directors and Executive Committee meetings and the Annual Meeting of the IRC.
2. Shall receive all books, ledgers, and necessary information from the previous Treasurer upon completion of the independent annual audit.
3. Shall be responsible to direct the Executive Director to deposit all monies in appropriate accounts.
4. Shall be responsible for review accounts of all monies, bills, and payment authorizations of the IRC.
5. Shall submit a written financial statement at each Board of Directors meeting to all in attendance.
6. Shall receive all IRC Approval of Payment forms from individuals. Shall check the forms for accuracy, verify receipts, and make sure requests fall within budgetary limits.
7. Shall alert the President when any 3 digit account number reaches the end of the budgeted amount. Funds may be transferred from the reserve fund or from the general miscellaneous account up to 10% over the budgeted amount of the account with approval from the Executive Committee. Authorization for payment from a depleted account will be withheld until such approval is given.
8. Shall prepare an annual financial report to be distributed to all in attendance at the Annual Meeting.
9. Shall submit necessary information, recommendations, materials, and records upon completion of the independent annual audit.
10. Shall attend Budget Committee meetings as a member and prepare working forms for the preparation of the budget.
11. Shall perform such duties as are assigned by the Executive Committee for the Board of Directors.
12. Shall maintain a record of attendance at all Board of Directors meetings and send a copy of the attendance record to the ILA State Coordinator.