

# Consider Becoming an Illinois Reading Council Officer!

In 2020-2021, the following Offices will become available:

## Vice President & Secretary

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, 2019, to the Nominations Chair:

Janel Sebeny  
1403 Oakbrook Drive  
Bloomington, IL 61704  
Phone: 309-533-1574  
Email: [janelnichole@gmail.com](mailto:janelnichole@gmail.com)

### **Timeline:**

- |                   |   |
|-------------------|---|
| March 1, 2019     | Nominations due to the Nominating Committee Chair   |
| July 10, 2019     | Committee Chair will present the slate of officers at the Board Meeting. Candidates will be invited to introduce selves at the Board Meeting. |
| August 1, 2019    | Ballots will be emailed to voting members.  |
| September 1, 2019 | Voting ends and ballots must be returned to the IRC Office.   |
| October 4, 2019   | 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 mission, goals, and vision of the International Literacy Association and Illinois Reading Council.
3. Shall have exhibited leadership qualities in an IRC local or special interest council.
4. Shall have been a member of the IRC Board of Directors or active in an IRC committee or program for a minimum of one year before being nominated.

## **JOB DESCRIPTION:**

The Vice President

1. Shall attend all IRC Board of Directors meetings, Executive Committee meetings, and the Annual Membership Meeting.
2. 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.
3. Shall serve as Assistant Conference Chair for the IRC Annual Conference and assist the President-Elect in coordinating all functions of the Conference Committee.
4. Shall plan the IRC Annual Conference for the following year.
5. Shall serve as Co-Chair of the Bylaws and Policies, and Procedures Committee with the immediate Past President.
6. Shall serve as a member of the Membership Committee.
7. Shall perform such duties as are assigned by the Executive Committee or the Board of Directors.
8. Maintain communication with the President and other members of the Executive Committee.
9. Serve on the Hall of Fame Committee.
10. Serve on the IRC Service Award Committee.
11. At the end of his/her term of office, submit to successor all necessary information, recommendations, materials, and records.
12. Receive from predecessor all necessary information, recommendations, materials, and records.
13. Upon completion of his/her term, become President Elect.

# **RECORDING SECRETARY**

## **QUALIFICATIONS:**

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 mission, goals, and vision of the International Literacy Association and Illinois Reading Council.
3. Shall have been a member of the IRC Board of Directors or active in an IRC committee or program.
4. Shall have exhibited the ability to keep proper records, take minutes and disseminate information.

## **JOB DESCRIPTION:**

1. Shall accurately record all minutes of the Board of Directors meetings, Executive Committee meetings, and the Annual Membership Meeting, maintaining a permanent record of such minutes.
2. Shall attend all Board of Directors meetings, Executive Committee meetings, and the Annual Membership Meeting.
3. Shall make available within one week of the Board of Directors meeting, draft copies of the minutes of each Board of Directors meeting to all members of the Board of Directors.
4. Shall maintain communication with the President and other members of the Executive Committee regarding all matters of the organization.
5. Shall serve on the Hall of Fame Committee.
6. Shall serve on the IRC Service Award Committee.
7. Shall perform duties as assigned by the Executive Committee or the Board of Directors.
8. At the end of his/her term of office, submit to successor all necessary information, recommendations, materials, and records.
9. Receive from predecessor all necessary information, recommendations, materials, and records.