Presidential Offices

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Illinois Reading Council

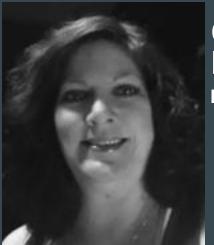


Melissa Stinnett President Western Illinois University

Deb Augsburger Vice President

Lewis University





Cindi Koudelka President-Elect

Fieldcrest School District

Julie Hoffman Past President Springfield Public Schools



Organization

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for Council Presidents throughout the next year

Folder/Binder/Drive - Create using IRC Email \star contact information ★ calendar ★ bylaws \star policies & procedures \star current budget & long range plan \star social media/online accounts

For Even More Info - Go to IRC Board Page

IRC Board Page

Board Meeting Materials	Leadership Handbook	IRC Leadership Retreat	
(Agendas, Minutes, Presentations and Financial Statements for the IRC Board Meetings)	(All forms for the IRC Leadership Training Notebook are available here sorted in a month-by-month due date)	(Recorded Presentations, PowerPoints, Handouts, and Many Other Resources for the IRC Annual Leadership Retreat)	
Council Clock Hour Application	Council Officer Report	Submit Council Flyers and Newsletters	
(Submit 30 days prior to event)	(Due by April 15th)	(Submit flyers, newsletters, and other information for posting on IRC Website and social media sites)	
Council Activity	Council Visits for 2023-2024	IRC New Policies	
(If you need help with your council activity for 2020-2021 to apply for Council of Excellence, please contact the IRC Office.)	(This report is a listing of IRC Officers visiting local and special interest councils.)	(Please add your council's Anti-Harassment and Videotaping, audio-taping, and Photo Policies to your Council Events.)	
Acknowledgment Letter for your Board Participation	Acknowledgement Letter for Conference Committee	Membership Trends	
(Please submit if you would like an Acknowledgment Letter sent for your Board of Directors Participation)	(Please submit if you would like an Acknowledgment Letter sent for your Conference Committee Participation)	(Data to help councils track progress towards membership goals throughout the year and also delve into past years)	

Check Council Information

(on IRC Website & Directory)



- \star office/committee
- \star address
- ★ email
- \star phone number
- \star social media handles

Create a Calendar for Your Council

- \star board meetings
- \star council events/programs
- \star council newsletter deadlines & publication dates
- \star IRC Board of Directors meeting dates
- \star IRC & ILA conference dates
- ★ IRC grants & proposal deadlines

Bylaws / Policies & Procedures
★ Review them, located on the IRC Website
★ Many are outdated. We are working on set up a new schedule for approvals.

Budget

 \star Work with treasurer to create a manageable budget for events for the year. \star Sample budget and forms on locked board page

Estimated Expenses			Estimated Income		
Family Events			750	Dues	1950
	Books for Babies	200		Membership Grant	100
	Parades	200		YA Book Fair	1,500
	Dr. Seuss	200			
	Bowling for Books	150			
Young	g Authors		0		
Professional Dev			1850		
	Fall Dinner	1000			
	Winter Dinner	500			
	Spring YA	350			
Exec	Board Meals		250		
Socia	I Events				
	Fall (IRC)		300		
	Spring Paining		300		
Memb	bership & Grants				
	Level 1 (2@250)	500			
	Level 2 (2@100)	200			
	Level 3 (5@20)	100			
	Level 4 (10@10)	100			
Past	Officer Gifts		0		
Brand	ding		500		
Dona	tions		200		
Total	Expenses		4150	Total Income	3550

Social Media

 ★ Divide and conquer.
 ★ Use the scheduling tool
 ★ Follow IRC/ Councils/ Conference speakers/ authors/ officers/ teachers
 ★ Like and share

Beginning with the End in Mind

Agenda - 1st meeting ★ set in July right after Leadership

Call to order Approval of previous minutes Announcements Correspondence **Officers' Reports Committee Chairs' Reports Unfinished Business New Business** Calendar Adjournment

Beginning with the End in Mind

Agenda - 1st meeting
★ discussion of events/programs for the year
★ assign committee chairs & divide responsibilities
★ Honor Council & Council of Excellence record keeping

Balanced Membership Value

Organize programs/events based on need:

★ Professional Development (STEAM Workshop)
 ★ Community Literacy (Habitat for Humanity)
 ★ Family Literacy (Story time with Santa)
 ★ Social/Membership Event (Book tasting)
 ★ Virtual Events (Zoom coffee chats)

Honor Council/Council of Excellence

Where?

 \star Holding meetings in public • Panera, Barnes & Noble \star Liaisons • libraries, bookstores, schools \star Book Clubs \circ back to back with meetings; invite to stay

Getting people involved

- ★ Tangible incentives (GC, T's, giveaways)
- \star invite to a meeting
- \star being a part of something bigger
- \star be inspired by other passionate educators
- ★ start small with <u>hospitality</u>, <u>committee</u>, or <u>task</u>
 (Hall of Councils)

Who?

- \star Membership List to work connections • Who do you know? • Bring a friend ★ Appoint a Contact per School/District \circ Reach out ★ Track attendees
 - Who comes to multiple events?

Who (Part II)?

- \star Universities
 - Student teachers
 - Promote student membership
 - Liaisons
- \star New teachers
 - Attend district meetings
 - Promote evaluation framework

Resources

 \star Located on the locked board page

- Bringing in speakers the IRC way (Speakers Bureau)
- Program planning sheet
- Program evaluation
- Sample business meeting agendas
- Sample council schedule