

Presidential Offices



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



for Council Presidents
throughout the next year

Folder/Binder/Drive - Create using IRC Email

- ★ contact information
- ★ calendar
- ★ bylaws
- ★ policies & procedures
- ★ current budget & long range plan
- ★ social media/online accounts

For Even More Info - Go to IRC Board Page

IRC Board Page

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

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

Create a Calendar for Your Council

- ★ board meetings
- ★ council events/programs
- ★ council newsletter deadlines & publication dates
- ★ IRC Board of Directors meeting dates
- ★ 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

- ★ Work with treasurer to create a manageable budget for events for the year.
- ★ 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 Authors			0			
Professional Dev			1850			
	Fall Dinner	1000				
	Winter Dinner	500				
	Spring YA	350				
Exec Board Meals			250			
Social Events						
	Fall (IRC)	300				
	Spring Paining	300				
Membership & 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			
Branding			500			
Donations			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?

- ★ Holding meetings in public
 - Panera, Barnes & Noble
- ★ Liaisons
 - libraries, bookstores, schools
- ★ Book Clubs
 - back to back with meetings; invite to stay

Getting people involved

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

Who?

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

Who (Part II)?

★ Universities

- Student teachers
- Promote student membership
- Liaisons

★ New teachers

- Attend district meetings
- Promote evaluation framework

Resources

- ★ 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