

**POLICIES AND PROCEDURES MANUAL**  
**of the Illinois Reading Council**  
*an affiliate of the International Literacy Association*

**Adopted – November 1999**  
**Revised – June 2005**  
**Revised – April 2006**  
**Revised – April 2008**  
**Revised – April 2010**  
**Revised – April 2011**  
**Revised – April 2012**  
**Revised – November 2012**  
**Revised – November 2013**  
**Revised – April 2018**  
**Revised – July 2020**  
**Revised – April 2023**  
**Revised – July 2024**

## **ILLINOIS READING COUNCIL POLICIES AND PROCEDURES**

The Bylaws Committee shall review and update the Policies and Procedures to reflect changes in the Bylaws. Any changes should be reviewed by the Executive Committee and shall be adopted by the Illinois Reading Council Board of Directors.

### **IRC MISSION STATEMENT**

The mission of the Illinois Reading Council is to provide support and leadership to all who promote and teach lifelong literacy.

### **IRC VISION STATEMENT**

The Illinois Reading Council advocates for high-quality literacy opportunities that empower all learners. As a leading literacy organization, the IRC provides access to research, materials, and methodologies to teach literacy and promote lifelong learning. As an active well-organized system of local and special interest councils and state committees, the IRC provides a supportive network for grassroots involvement and the exchange of information for a diverse membership.

### **IRC BELIEFS STATEMENT**

IRC believes ...

- literacy is a fundamental human right.
- literacy is a powerful tool for justice and equity and must be protected as a right for all students.
- in diversity, equity, and inclusion because representation matters.
- in protecting reader's rights, which include access to learning in a variety of methods, access to books, and access to choice.
- in the importance of libraries and librarians.
- in promoting the joy of reading, writing, and the power of story for lifelong learning.
- educators need to be equipped with peer-reviewed, sustainable, research-based practices.
- equitable assessment is a blend of informal and formal measures that informs instruction.
- learners have different strengths and needs, and therefore should have access to peer-reviewed, research-based strategies, methods, and practices within differentiated multi-tiered systems of support.
- educators need access to high quality resources and professional development that prepares them to be flexible and adaptable to best serve their students.
- families are an integral part of children's literacy lives.
- in celebrating creators of children's literature and young adult literature.
- that education is a valued profession, and therefore educators must be trusted and empowered as decision-makers.
- in community, collaborative conversations, and collegiality.

### **ANTI-HARASSMENT POLICY**

The Illinois Reading Council (IRC) does not allow harassment or discrimination of any kind. IRC and its affiliates will take appropriate and immediate action in response to complaints or knowledge of violations of this policy including expulsion from the event or the organization. To report an issue, contact any member of the Executive Committee.

## OFFICERS OF THE ILLINOIS READING COUNCIL

### President

#### Qualifications

The President of IRC shall

1. Reside or work in the State of Illinois.
2. Maintain membership in ILA and IRC.
3. Be familiar and in agreement with the mission, vision, and goals of ILA and IRC.
4. Have exhibited leadership qualities in an IRC council.
5. 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 President of IRC shall

1. Act as the official representative of IRC.
2. Call and preside at the Annual Membership Meeting, Board of Directors meetings, and meetings of the Executive Committee-
3. Appoint special or ad hoc committees and committee chairs as needs arise.
4. As needed, in consultation with the Executive Committee, appoint a Parliamentarian
5. Direct the Executive Director to design, coordinate, and disseminate to all members of the IRC Board of Directors a calendar of essential dates of activities of IRC and councils within the state.
6. Coordinate the activities and supervise the business of IRC to ensure the implementation of its purposes.
7. Chair the Budget, Finance, and Strategic Planning Committee.
8. Serve as an ex-officio member of all other committees except the Nominating Committee and the Budget, Finance, and Strategic Planning Committee.
9. Upon receipt from the treasurer, authorize approval of payment forms up to the amount indicated in the 3- digit number account approved IRC budget. The completed Approval of Payment Forms shall then be submitted to the accountant for payment.
10. Communicate with and supervise the programs of the various standing committees and special committees.
11. Maintain close communication with the ILA State Coordinator.
12. Share communications from ILA with the Board of Directors, the ILA State Coordinator, and other educational leaders.
13. Promote membership at the international, state, and local levels.
14. Maintain a positive relationship with other professional organizations and educational units within the state.
15. Ask the Vice President to read the following resolution at the Annual Membership Meeting held at the IRC Annual Conference:  

"Be it resolved that thanks and appreciation be extended to exhibitors, speakers, and all other contributors listed in the current Illinois Reading Conference Program."
16. Chair the Personnel and Grievance Committee for office personnel. The committee shall include the President, President-Elect, ILA State Coordinator, and the Immediate Past President as the liaison for office personnel.
17. Serve on the Hall of Fame Committee.
18. Serve on the IRC Service Award Committee.
19. Perform such duties as are assigned by the Executive Committee or the Board of Directors.

20. At the end of his/her term of office, submit to successor all necessary information, recommendations, materials, and records.
21. Receive from predecessor all necessary information, recommendations, materials, and records.
22. Upon completion of his/her term of office, become the Immediate Past President.

### **Recommendations**

The President of IRC should

1. Review the IRC Bylaws and Policies and Procedures.
2. Schedule and announce all Board of Directors meetings as early as possible.
3. Attend as many local and special interest council meetings as possible.
  - a. Be prepared to greet members of the local or special interest council and share information about IRC events.
  - b. Send thank-you notes to councils visited and send copies of the notes to the ILA State Coordinator.
4. Share all IRC business communications with the President Elect.
5. Use the *IRC Communicator* e-newsletter as a means of sharing annual goals, needs, plans for the state council, or current issues to members.

### **President Elect**

#### **Qualifications**

The President Elect of IRC shall

1. Reside or work in the State of Illinois.
2. Maintain membership in ILA and IRC
3. Be familiar and in agreement with the mission, vision, and goals of ILA and IRC.
4. Have exhibited leadership qualities in an IRC council.
5. 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 President Elect shall

1. Attend the Annual Membership meeting, the Board of Directors meetings, and the Executive Committee meetings.
2. Assume the office of the President for the remainder of that term of office if the President resigns, or the office is otherwise vacated.
3. Serve as Conference Chair for the annual conference and, in conjunction with the Executive Director, coordinate all functions of the Conference Committee. Please see additional responsibilities under Conference Committee.
4. For the annual conference, create a wish list of potential featured authors and speakers for vetting and approval by the Executive Committee prior to any invitations or contracts being extended.
5. Work with the Executive Director to develop a clear understanding in writing with all conference participants concerning honoraria, if any, and expenses, as well as all participants' specific assignments and responsibilities.
6. Appoint all conference subcommittee chairs by December 1, in order that committees can plan necessary details of the conference
7. Meet with officials of the conference site as needed to make final arrangements for cost and facilities.
8. Present a written report of the Conference Committee to the Board of Directors following the IRC Annual Conference.

9. In coordination with the Executive Director, plan the IRC Webinar Series for the following year. For the IRC Webinar Series, create a wish list of presenters to be approved by the Executive Committee.
10. Serve as a member of the Personnel and Grievance Committee.
11. Appoint committee chairs to be approved by the Board of Directors at a meeting prior to the IRC State Leadership Workshop.
12. Work with the upcoming year's committee chairs to fill committee member positions prior to the IRC State Leadership Workshop.
13. Maintain communication with the President and other members of the Executive Committee regarding all matters of the organization.
14. Serve on the Hall of Fame Committee.
15. Serve on the IRC Service Award Committee.
16. At the end of his/her term of office, submit to successor all necessary information, recommendations, materials, and records.
17. Receive from predecessor all necessary information, recommendations, materials, and records.
18. Upon completion of his/her term of office, become the President.

### **Recommendations**

The President Elect should

1. Review the IRC Bylaws and Policies and Procedures.
2. Involve as many councils as possible in planning the IRC Annual Conference.
3. Involve as many councils as possible in local arrangements for special tasks.
4. Attend as many local and special interest council meetings as possible.
  - a. Be prepared to greet members of the local or special interest council and share information about IRC events.
  - b. Send thank-you notes to councils visited and send copies of the notes to the ILA State Coordinator.
5. Maintain communication about the organization and conference with the President and ILA State Coordinator
6. Notify the President and ILA State Coordinator of all IRC Annual Conference Committee meetings.
7. Attend as many committee meetings as possible to become familiar with the functions and traditions of the committee.

### **Vice President**

#### **Qualifications**

The Vice President of IRC shall

1. Reside or work in the State of Illinois.
2. Maintain membership in ILA and IRC.
3. Be familiar and in agreement with the mission, vision, and goals of ILA and IRC.
4. Have exhibited leadership qualities in an IRC council.
5. 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 of IRC shall

1. Attend all Board of Directors meetings, Executive Committee meetings, and the Annual Membership Meeting.
2. Assume the office of the President-Elect for the remainder of that term of office if the President-Elect resigns, or the office is otherwise vacated.

3. Serve as Assistant Conference Chair for the IRC Annual Conference and assist the President-Elect in coordinating all functions of the Conference Committee. Please see additional responsibilities under Conference Committee.
4. In cooperation with the Executive Director, plan the IRC Annual Conference for the following year
5. With the Immediate Past President. serve as Co-Chair of the Bylaws and Policies, and Procedures Committee
6. Serve as a member of the Membership Committee.
7. 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. Read the following resolution at the Annual Membership Meeting held at the IRC Annual Conference:  
  
*"Be it resolved that thanks and appreciation be extended to exhibitors, speakers, and all other contributors listed in the current Illinois Reading Conference program."*
12. At the end of his/her term of office, submit to successor all necessary information, recommendations, materials, and records.
13. Receive from predecessor all necessary information, recommendations, materials, and records.
14. Upon completion of his/her term, become President Elect.

### **Recommendations**

The Vice President of IRC should

1. Review the IRC Bylaws and Policies and Procedures
2. Attend state and national conferences to research possible IRC Annual Conference speakers
3. Attend as many committee meetings as possible to become familiar with the functions and traditions of each committee.
4. Attend as many local and special interest council meetings as possible.
  - a. Be prepared to greet members of the local or special interest council and share information about IRC events.
  - b. Send thank-you notes to councils visited and send copies of the notes to the ILA State Coordinator.

### **Secretary**

#### **Qualifications**

The Secretary of IRC shall

1. Reside or work in the State of Illinois.
2. Maintain membership in ILA and IRC.
3. Be familiar and in agreement with the mission, vision, and goals of ILA and IRC.
4. Have been a member of the IRC Board of Directors or active in an IRC committee or program.
5. Have exhibited the ability to keep proper records, take minutes and disseminate information.

#### **Job Description**

The Secretary of IRC shall

1. Serve for a term of two years as a voting member of the IRC Executive Committee and Board of Directors with the possibility of serving a second term.
2. 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.

3. Attend all Board of Directors meetings, Executive Committee meetings, and the Annual Membership Meeting.
4. In conjunction with the Executive Director, 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.
5. Maintain communication with the President and other members of the Executive Committee regarding all matters of the organization.
6. Serve on the Hall of Fame Committee.
7. Serve on the IRC Service Award Committee.
8. Perform duties as assigned by the Executive Committee or the Board of Directors.
9. At the end of his/her term of office, submit to successor all necessary information, recommendations, materials, and records.
10. Receive from predecessor all necessary information, recommendations, materials, and records.

### **Recommendations**

The Secretary of IRC should

1. Review the IRC Bylaws and Policies and Procedures.
2. Review previous minutes to become familiar with IRC minutes format and content.
3. Audio record all meetings to assist in preparing minutes. This is for secretary's use only.
4. Attend as many local and special interest council meetings as possible.
  - a. Be prepared to greet members of the local or special interest council and share information about IRC events.
  - b. Send thank-you notes to councils visited with copies sent to the ILA State Coordinator.

### **Treasurer**

#### **Qualifications**

The Treasurer of IRC shall

1. Reside or work in the State of Illinois.
2. Maintain membership in ILA and IRC.
3. Be familiar and in agreement with the mission, vision, and goals of ILA and IRC.
4. Have been a member of the IRC Board of Directors or active in an IRC committee or program.
5. Be familiar with standard and accepted procedures for maintaining accurate and complete financial organizational records.

#### **Job Description**

The Treasurer of IRC shall

1. Serve for a term of two years as a voting member of the IRC Executive Committee and Board of Directors with the possibility of serving a second term.
2. Attend the Annual Membership meeting, all Board of Directors meetings, and Executive Committee meetings.
3. Direct the Executive Director to deposit all monies in appropriate accounts.
4. Be responsible for reviewing accounts of all monies, bills, and payment authorizations of IRC.
5. Submit a written financial statement at each Board of Directors meeting.
6. Receive all Approval of Payment forms from the IRC Office. Check the forms for accuracy, supporting receipts, and compliance with the budget. Each approved form shall be forwarded to the President for final approval. Copies of approved payment forms shall be maintained.
7. Alert the President when any line item approaches 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. Amounts greater than 10% must be approved by the Board of Directors. Authorization for payment from a depleted account will be withheld until appropriate approval is given.

8. Present an annual financial report to the Board of Directors at the end of each fiscal year.
9. Serve as a member of the Budget, Finance, and Strategic Planning Committee and oversee the preparation of the budget.
10. Perform such duties as are assigned by the Executive Committee for the Board of Directors.
11. Maintain a record of attendance at all Board of Directors meetings.
12. Oversee the mileage reimbursement for those providing services to IRC as follows:
  - a. IRC Board members as established by the Board of Directors at the April Board Meeting.
  - b. Speakers (other than members of the Board of Directors) as established annually by the IRS guidelines.
13. On behalf of IRC, oversee the reimbursement for travel, accommodations, and meals as approved in the submitted budget.
14. Serve on the IRC Hall of Fame Committee.
15. Serve on the IRC Service Award Committee.
16. At the end of his/her term of office, submit to successor all necessary information, recommendations, materials, and records. Make all similar.
17. Receive from predecessor all necessary information, recommendations, materials, and records.

### **Recommendations**

The Treasurer of IRC should

1. Review the IRC Bylaws and Policies and Procedures.
2. Work closely with the Executive Director and the Accountant to maintain accurate and up-to-date records of revenues, expenditures, and current budget accounts.
3. Work closely with the Executive Committee to oversee the investment of IRC funds in secure, insured, interest bearing accounts.
4. Direct the Executive Director to obtain authorized signatures (President, Treasurer and Executive Director) for the bank, with only one signature necessary for each check.
5. Maintain records of Payment Approval forms by budget line-item number.
6. Encourage the timely submission of all bills for payment so that the books may be closed by the end of the fiscal year.
7. Reissue outstanding checks for a service fee.
8. Attend as many local and special interest council meetings as possible.
  - a. Be prepared to greet members of the local or special interest council and share information about IRC events.
  - b. Send thank-you notes to councils visited with copies sent to the ILA State Coordinator.

### **Immediate Past President**

#### **Qualifications**

The Immediate Past President of IRC shall

1. Reside or work in the State of Illinois.
2. Maintain membership in ILA and IRC.
3. Be familiar and in agreement with the mission, vision, and goals of ILA and IRC.
4. Have exhibited leadership qualities in an IRC council.
5. 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.
6. Have just completed a term as IRC President.



## **Job Description**

The Immediate Past President of IRC shall

1. Attend the Annual Membership Meeting, the Board of Directors meetings, and the Executive Committee meetings of IRC.
2. Serve as chair of the Nominating Committee.
3. Provide information to the Executive Director for the preparation of ballots for the election of officers.
4. Report the election results at the Annual Membership Meeting held at the IRC Annual Conference.
5. Chair the IRC Hall of Fame Committee.
6. With the Vice President, co-chair the Bylaws, Policies, and Procedures Committee.
7. Serve on the IRC Service Award Committee.
8. Serve on the Personnel and Grievance Committee as liaison between office personnel and the committee.
9. Coordinate the IRC District PD Program in collaboration with the IRC Professional Learning Committee. If needed, create a wish list of presenters to be approved by the Executive Committee.
10. Perform such duties as are assigned by the Executive Committee or the Board of Directors.
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.

## **Recommendations**

The Immediate Past President of IRC should

1. Review the IRC Bylaws and Policies and Procedures.
2. Attend as many local and special interest council meetings as possible.
  - a. Be prepared to greet members of the local or special interest council and share information about IRC events.
  - b. Send thank-you notes to councils visited with copies sent to the ILA State Coordinator.

## **ILA State Coordinator**

### **Qualifications**

The ILA State Coordinator shall

1. Reside or work in the State of Illinois.
2. Maintain membership in ILA and IRC.
3. Be familiar and in agreement with the mission, vision, and goals of ILA and IRC.
4. Have exhibited leadership qualities in a local or special interest council of IRC.
5. Have been a member of the IRC Board of Directors or active in an IRC committee or program. If possible, it is recommended to serve at least one term as a regional director.
6. Have exhibited qualities of leadership, organization, and responsibility necessary to carry out all duties of the office.
7. Exhibit the tactful personality and persuasiveness that will enable him/her to work with people throughout IRC to encourage, suggest, and direct, as needs arise.

### **Job Description**

The ILA State Coordinator shall

1. Serve for a term of two years as a voting member of the IRC Executive Committee and Board of Directors with the possibility of serving a second term.
2. Act as liaison between ILA and IRC and all councils within the state.

3. Promote membership in ILA at the state and local levels. Ensure that officers of all councils are members of both IRC and ILA.
4. Maintain accurate records of chartered councils within the state, e.g., names of the councils, their boundaries, and all officers' names and addresses. Direct the IRC Executive Director to submit the *Report of Local Council Officers and Committee Representatives* to ILA by the established deadline.
5. Support the state council, local councils, and special interest councils in the performance of their duties. Keep councils active, calling upon ILA for assistance after receiving approval from the Executive Committee. Offer ongoing support and guidance to local and special interest council officers. Assist local and special interest councils in their applications for ILA awards.
6. Collaborate with the Executive Committee to plan an annual leadership workshop for all local and special interest council officers, committee chairs, editors, and regional directors. If needed, create a wish list of presenters to be approved by the Executive Committee.
7. Attend at least a third of IRC's local and special interest councils' meetings/activities each year.
8. Report on the status of councils within the state at the regularly scheduled meetings of the Executive Committee and Board of Directors.
9. Assist in the organization of new councils within the state as needs arise and make efforts to reactivate any councils which have become inactive. As needs arise, assist in revising boundaries of existing councils.
10. Work with the Executive Committee and Board of Directors to establish a system of communication among all councils within the state.
11. Maintain a positive relationship with other professional organizations and educational units within the state.
12. Attend or send an alternate to the ILA Annual Conference, taking part in council sessions and the Annual Business Meeting. Report on these activities to all councils in the state and help implement suggestions made therein.
13. Share with the Executive Committee, Board of Directors, and all councils any newsletters and notices sent from ILA and educational leaders in the state.
14. Maintain monthly contact with Regional Directors.
15. Collaborate with the Director of Membership Development to promote ILA and IRC membership at the Membership Booth at the IRC Annual Conference.
16. Work with all IRC officers and committee chairs to ensure smooth operation and continuity of all IRC proceedings.
17. Oversee the proceedings of IRC to ensure that all necessary ILA activities are being carried out and that all deadlines are met. Submit annual coordinator reports of council activities to ILA by the required due dates. (See the *ILA Coordinators' Calendar and Report Schedule* on the ILA website.)
18. Supervise and distribute ILA recognition certificates.
19. Cooperate with ILA and committees in matters such as questionnaires, opinion polls, and legislation information as requested.
20. Keep ILA informed of all important decisions, correspondence, and problems that affect any IRC council.
21. Serve as a voting member of the IRC Executive Committee and Board of Directors.
22. Act as an advisor to the IRC Executive Committee and Board of Directors.
23. Serve as Chair of the IRC Organization Committee.
24. Serve as Chair of the IRC Council Bylaws Committee.
25. Serve as a member of the Personnel and Grievance Committee.
26. Participate in ILA workshops or conferences organized for State Coordinators or council leaders.
27. Complete and return to ILA the Annual Report and Expenses form by due date of each year.
28. Serve on the IRC Bylaws, Policies and Procedures committee.
29. Serve on the IRC Hall of Fame Committee.
30. Chair the IRC Service Award Committee

31. Order plaques for retiring officers and Hall of Fame honorees.
32. Chair the IRC Council of Excellence Awards.
33. Recommend applicants to serve as members of the IRC Speakers' Bureau to the Executive Committee for review. Maintain and distribute the current list of Speakers for Councils.
34. Accept and approve applications from councils for clock hour awards.
35. Submit to successor all necessary information, recommendations, materials, and records upon the end of his/her term of office.
36. Receive from predecessor all necessary information, recommendations, materials, and records.

### **Recommendations**

The ILA State Coordinator should

1. Review the IRC Bylaws and Policies and Procedures.
2. Work with the Executive Committee and Board of Directors to involve members of all councils with the State Council.
3. Attend as many literacy-related international, regional, and state meetings as possible to glean new ideas for the state.
4. Offer services to each council within the state for consultation, speaking, advice, and/or workshops.
5. When called upon, assist councils with designing or presenting programs, suggesting speakers, or procuring participants.
6. Assist all councils in planning meaningful programs.
7. Maintain and distribute a statewide Speakers Bureau list for use by councils.
8. Suggest participants for state and regional conference programs.
9. With Regional Directors, encourage the councils to sponsor joint meetings with other local and special interest councils, colleges, universities, and other professional groups.
10. Work with the advocacy committees and with any state legislative or certification groups that affect literacy education.
11. With Regional Directors, assist councils in fulfilling requirements of the Internal Revenue Service by maintaining a file of employers' identification numbers available from IRC.
12. Notify each council within the state of the deadline for its *List of Officers*, due to IRC by April 15. Contact any delinquent council to determine the reason for such delinquency.
13. Maintain records of expenses incurred for travel, postage, and miscellaneous expenses. Submit itemized bills for reimbursement.
14. Upon direction of the Board of Directors, select Regional Directors in various geographical areas of the state who would serve as liaison persons between the State Coordinator and area councils.

## **Director of Membership Development**

### **Qualifications**

The Director of Membership Development shall

1. Reside or work in the State of Illinois.
2. Maintain membership in ILA and IRC.
3. Be familiar and in agreement with the mission, vision, and goals of ILA and IRC.
4. Have demonstrated leadership capabilities, specifically as they relate to the organization of membership promotional activities and campaigns, and the ability to work cooperatively with other council officers, committee chairs, and membership directors in carrying out this responsibility.

## **Job Description**

The Director of Membership Development shall

1. Serve for a term of two years as a voting member of the IRC Executive Committee and Board of Directors with the possibility of serving a second term.
2. Chair the Membership Committee. Collaborate with the committee to develop a comprehensive membership promotion plan at the local, state, and international levels.
3. Establish strategies to meet IRC's as well as ILA's membership goals.
4. Prepare and submit to the Budget Committee a budget for the Membership Committee.
5. Organize and direct training activities for council membership directors, focusing on the organization of membership campaigns, methods of presenting membership information, and the processing of memberships.
6. Review the status of the state's membership at each Board of Directors meeting.
7. Assist local and special interest councils in developing follow-up procedures for those failing to renew membership.
8. Assist the Preservice Teachers Conference Committee with activities for preservice teachers at the state conference.
9. Collaborate with the membership committee to promote membership.
10. Organize and supervise all facets of the IRC Membership Booth at the IRC Annual Conference.
11. Establish a communications network among local and special interest council membership directors.
12. Submit membership news and promotional items for inclusion in the *IRC Communicator*.
13. Distribute membership reports to assist councils applying for awards.
14. Serve on the Hall of Fame Committee.
15. Serve on the IRC Service Award Committee.
16. Perform such duties as assigned by the Executive Committee or the Board of Directors.
17. Submit to successor all necessary information, recommendations, materials, and records upon the end of his/her term of office.
18. Receive from predecessor all necessary information, recommendations, materials, and records.

## **Recommendations**

The Director of Membership should

1. Review the IRC Bylaws and Policies and Procedures.
2. Poll members to determine why they joined IRC. Analyze results and report to the Executive Committee.
3. Poll members to determine effective incentives for membership campaigns. Work with publishing representatives to obtain incentives.
4. Track preservice teacher members through the first five years of teaching to correlate membership with effectiveness and satisfaction.
5. Participate in ILA workshops/conferences organized for Directors of Membership Development.

## **Regional Directors**

### **Qualifications**

The Regional Directors of IRC shall

1. Reside or work in the State of Illinois.
2. Maintain current membership in ILA and IRC.
3. Have been a member of IRC for at least three years.
4. Be familiar and in agreement with the mission, vision, and goals of ILA and IRC.
5. Have demonstrated leadership at the local or state level.
6. Be able to travel to and correspond with local councils within a respective region on a regular basis.

## **Procedure for the Selection of Regional Directors**

Regional Director nominations shall

1. Be solicited from the local councils within the region as well as the current Regional Director.
2. Applications shall be sent to the ILA State Coordinator before the fourth IRC Board of Directors Meeting of the fiscal year.
3. The Executive Committee shall review the applications and make the appointments of Regional Directors. The slate shall be submitted to the Board of Directors for approval at the last IRC Board Meeting of the fiscal year.
4. If a Regional Director cannot complete his/her term of office, the ILA State Coordinator shall invite members to apply and can appoint an Interim Regional Director until a permanent director can be approved. The ILA State Coordinator shall submit a recommendation to the Executive Committee for approval. The candidate's name shall then be submitted to the Board of Directors for approval at their next meeting.

## **Job Description**

The Regional Directors of IRC shall

1. Attend all Board of Director meetings as voting members.
2. Promote membership in the local and special interest councils, IRC, and ILA.
3. Ensure active communication among councils, between councils and IRC, and between councils and the ILA State Coordinator.
4. Maintain monthly contact with all councils within the region, keeping the ILA State Coordinator informed.
5. Visit as many council meetings, workshops, and conferences as possible within the region throughout the course of the year.
6. Help as needed to councils in the region
7. Remind councils to fulfill requirements of IRC, including submission of materials required by the Internal Revenue Service.
8. Assist the ILA State Coordinator and/or the Director of Membership Development in each of the following
  - a. Obtaining the *Report of Local Council Officers and Committee Representatives*, due to IRC by April 15, from the councils within the region.
  - b. Maintaining information as requested by the ILA State Coordinator about each council in the region.
  - c. Assisting at the IRC Annual Conference.
9. Submit a brief quarterly report to the ILA State Coordinator 24 hours prior to each Board of Directors meeting.
10. Encourage councils to sponsor joint meetings with other councils, colleges, and other professional groups.
11. Serve as a member of the IRC Organization Committee.
12. Serve as a member of the IRC Nominating Committee.
13. Serve as Chair of the Grievance Committee when requested.
14. Receive Harassment Reports from local councils.

## **Regions of IRC**

IRC is divided into ten regions. A Regional Director is assigned to each region to assist the ILA State Coordinator in working with the councils in that area. The regions and their councils are as follows:

**Region 1**

1. Northern Illinois Reading Council
2. Northwestern Illinois Reading Council
3. Sauk Valley Reading Council
4. Starved Rock Reading Council

**Region 2**

1. Chicago Area Reading Association (CARA)
2. Lake Area Reading Council
3. Suburban Council of IRA (SCIRA)

**Region 3**

1. Fox Valley Reading Council
2. Prairie Area Reading Council
3. West Suburban Reading Council

**Region 4**

1. Black Hawk Reading Council
2. Illinois Valley Reading Council
3. Mississippi Valley Reading Council
4. Western Illinois Reading Council

**Region 5**

1. South Suburban Reading Council
2. Two Rivers Reading Council
3. Will County Reading Council

**Region 6**

1. Central Illinois Reading Council
2. Macon County Reading Council
3. MID-State Reading Council

**Region 7**

1. East Central-EIU Reading Council
2. Illini Reading Council
3. Vermilion Valley Reading Council

**Region 8**

1. Lewis & Clark Reading Council
2. National Road Reading Council

**Region 9**

1. South Eastern Reading Council
2. Southern Illinois Reading Council

**Region 10 – Special Interest Councils**

1. College Instructors of Reading Professionals (CIRP)
2. Illinois Council for Affective Reading Education (ICARE)
3. Secondary Reading League (SRL)

## Local and Special Interest Councils

### General Expectations/Guidelines

1. The Council President shall serve as a voting member of the IRC Board of Directors as the representative from their Local or Special Interest Council and shall maintain membership in IRC and ILA. All other Council Officers and Representatives shall maintain membership in IRC.
2. Each council is responsible for participating in IRC events and sending officers to the IRC Leadership Workshop.
  - a. Each council is responsible for sending the President or a representative to each Board of Directors meeting for the dates provided in the Leadership Directory and Handbook that is available on the secure Board of Directors page of the IRC Website.
3. Each council is responsible for submitting information to IRC. All forms required to submit this information are available on the secure Board of Directors page of the IRC Website. Councils should adhere to the following timeline:

August 1	Deadline to submit Council Calendar
	Deadline to submit Council Audit to the IRC Office. The IRC Office will file the Council's e-Postcard to the IRS after receipt of the Council Audit.
	Deadline to review Council Bylaws Checklist and Revision Schedule
September 1	IRC Membership Grant applications due with rolling deadline to June 15th
	Deadline to order supplies if holding an Illinois Reads Family Reading Night
October 1	Deadline to submit IRC Council of Excellence applications
December 1	First deadline to submit Program Speaker Grant Applications
December 15	Deadline to submit ILA Honor Council materials to ILA
February 15	Deadline to register for the Hall of Councils at the Annual IRC Conference
April 15	Deadline to submit Council Officers and Committee Representatives for the subsequent year
May 1	Deadline to apply for IRC Relief Grants
June 1	Second deadline to apply for Program Speaker Grants

4. Procedures for Filing with IRS
  - a. IRC has obtained a tax-exempt number for each local and special interest council. This number should already be on file with the council president or may be obtained from the IRC Office. It is also listed in the handbook provided by the IRC to each council president.
  - b. Each council whose gross receipts are normally \$50,000 or less is considered a small tax-exempt organization with the IRS and is required to electronically submit the Form 990-N, also known as the e-Postcard, by the 15<sup>th</sup> day of the fifth month after the close of its fiscal year. For example, if the Council's fiscal year ended June 30th, the e-Postcard must be filed by November 15th. After receipt of your Council Audit, the IRC Office will file the Council's e-Postcard to the IRS.
  - c. Each council whose gross receipts are over \$50,000 is required to file the Form 990 by the 15<sup>th</sup> day of the fifth month after the close of its fiscal year.
5. Local and special interest councils may request sets of mailing labels and email lists for their councils from the IRC Office.
6. Local and special interest councils may use IRC's Liability Insurance for their events.

## ANNUAL MEMBERSHIP MEETING

**The Annual Membership Meeting held during the IRC Conference each year shall include the following:**

1. An agenda including business to be presented by the President.
2. A summary of IRC accomplishments for the year to be presented by the President.
3. A report of the conference attendance to be presented by the President Elect.
4. A Resolution of Appreciation to be presented by the Vice President.
5. An annual report and financial statement to be presented by the Treasurer.
6. A report from the Nominating Committee, including election results, to be presented by the Past President.
7. Items from the floor

## COMMITTEES OF IRC

All members of IRC are invited to participate on committees of IRC. The form *Request for Membership on IRC Standing Committees and Special Committees* is available on the IRC website under About IRC on the IRC Committees webpage .

### General Expectations/Guidelines

**All IRC Committees shall adhere to the following guidelines:**

1. The IRC President is an ex-officio member of all committees except the Nominating Committee and the Budget and Finance Committee. As such, the President should be notified of all committee meetings and should receive a report of any actions or decisions made.
2. Standing and Special Committee Chairs should attend and present a report at all Board of Directors meetings. A committee member alternate may replace the Chair when necessary. In such cases, the alternate shall report and vote in the chair's place.
3. Committee chairs should also provide articles relevant to their committees' charges for inclusion in the *IRC Communicator*.
4. Committees presenting awards and grants shall make the current guidelines and applications available at the IRC Office and on the IRC website.
5. All standing and special committees should have at least three members; however, a minimum of seven on most committees is suggested. If possible, at least two members should continue their positions on the committee from the previous year.
6. Each standing or special committee chair shall submit all materials, reports, and suggestions to the succeeding committee by the close of the Annual Leadership Workshop.
7. Standing and special committees should submit materials they wish to publish to the membership of IRC and beyond to the Publicity and Publications Committee for approval. Upon approval, submit materials to the IRC Office for printing.
8. Committee chairs shall assist at the IRC Annual Conference.

### Standing Committees

1. Standing Committees shall remain from year to year. Standing Committees generally function in roles that encompass the governance of IRC or focus on topics that cover all areas of literacy.
2. Chairs of the Standing Committees are established by their roles on the Executive Committee and are approved at the final Board of Directors meeting prior to the Annual Leadership Workshop.
3. Members of the standing committees shall be selected by the chair from recommendations made by councils within the state and/or the Board of Directors unless otherwise listed in specific committees. The names of committee members shall be submitted to the Executive Committee before the Annual Leadership Workshop.



4. Members of Standing Committees shall maintain membership in IRC and ILA.
5. Standing Committees of IRC include
  - a. Budget, Finance, and Strategic Planning Committee
  - b. Bylaws, Policies, and Procedures Committee
  - c. Conference Committee
  - d. Council Bylaws Committee
  - e. District Professional Development Committee
  - f. Grievance Committee
  - g. Membership Committee
  - h. Nominating Committee
  - i. Organization Committee
  - j. Personnel Committee

## **Standing Committee Responsibilities**

### **Budget, Finance, and Strategic Planning Committee**

The Budget, Finance, and Strategic Planning Committee shall

1. Be comprised of the Executive Committee, with the President as Chair.
2. The committee will perform an Internal Financial Audit annually and have a professional perform an audit every four years.
3. Review the audit from the previous fiscal year and submit a report to the Board of Directors, preferably at the first regular meeting of the fiscal year, but no later than the second regular meeting.
4. Prepare a proposed balanced budget for the upcoming year determined by
  - a. Goals of the President
  - b. Recommendations from the Treasurer
  - c. Requests of the Conference Chair
  - d. Requests from committee chairs
  - e. Requests by other officers
5. Recommend salaries for personnel and approve salary contracts for personnel.
6. Submit the proposed budget for approval at the Annual Leadership Workshop. The budget should include a line item for ad hoc committees which are formed during the fiscal year. If such a line item is included, the President shall be empowered to designate funds to newly appointed ad hoc committees. If such a line item is not included, the Board of Directors may utilize funds from the contingency line item to authorize expenditures for such committees.
7. Annually, review the dues structure of IRC, including its local and special interest councils.
8. Develop a strategic plan for IRC.
9. Monitor the workings of IRC to:
  - a. Assess productivity
  - b. Observe progress
  - c. Provide direction as needed
  - d. Gain insights into ideas for the future
  - e. Analyze the current situation from both internal and external vantage points.
  - f. Collect information from members of the Executive Committee and Board of Directors on ideas for future development of IRC.
  - g. Based on information collected, shall build a comprehensive plan for future growth and suggestions for achieving success in that growth.
  - h. Write the plan in an easy-to-understand and easy-to-execute format and make sure it is aligned with the overall goals of IRC.

## **Bylaws, Policies and Procedures Committee**

The Bylaws, Policies and Procedures Committee shall

1. Be comprised of the Executive Committee, with the Immediate Past President and Vice President as Co-Chairs.
2. Submit proposed changes to the Board of Directors in writing prior to the meeting in which the changes will be voted upon.
3. Maintain agreement between the Bylaws and Policies and Procedures documents.

## **Conference Committee**

The Conference Committee shall be comprised of the President Elect, who serves as Chair, and members who apply to serve. The Conference Committee shall use the following as guidelines for planning the IRC Annual Conference.

### **The Conference Chair shall**

1. Develop a conference theme and logo.
2. Prepare a preliminary conference budget, with the assistance of the Executive Committee, Conference Assistant Chairs, and the Executive Director.
3. With the Executive Director, develop proposed conference fees. Changes in conference fees must be approved by vote of the Board of Directors in advance of the publication of the Preliminary Program.
4. Direct the Executive Director to make initial contacts to procure authors and speakers.
5. Determine appropriate pre-or post-conference institutes, special workshops, webinars, and visitations.
6. Plan for pre-site visit (menus) and a final site visit prior to the conference (number counts).
7. Work with IRC office staff to design the conference schedule and assign facilities.
8. Proofread and approve final draft of Preview, Preliminary Program, and Conference Program.
9. Provide a thank you gift and/or note to each featured speaker upon his/her arrival.
10. Develop an evaluation process for the conference that includes speakers, exhibits, and facilities, etc. Arrange for distribution and collection of evaluations.
11. Develop, disseminate, and collect evaluation forms in keeping with ISBE'S guidelines for continuing professional learning.
12. In cooperation with the Executive Director, prepare a final conference report to be presented to the Board of Directors. The report should include conference expenditures and revenues.

### **The Assistant Conference Chair, who is the Vice President of IRC, shall**

1. Attend on-site pre-conference planning meeting with the Conference Chair and Executive Director.
2. Arrange seating place cards for reserved tables.
3. Complete any responsibilities assigned by the Conference Chair.
4. Attend meal functions to assist specified guests and speakers.
5. Assist with general conference troubleshooting.

### **The Author Signing Committee shall**

1. Organize and schedule author-signing volunteers to assist authors, take book tickets and help with crowd control. Send thank-you notes to author-signing volunteers.
2. In coordination with the Executive Director, arrange to have bookplates made. (Author bookplates are designed and ordered for use when conference attendees do not want to wait in line).
3. Prepare a report of recommendations for future conferences.

**The Registration Committee shall**

1. Organize and schedule volunteers for registration booth. Provide directions, troubleshoot, and send thank-you notes to the volunteers.
2. Prepare a report of recommendations for future conferences.

**The Sign Committee shall**

1. Check with hotel(s) and conference center regarding signage.
2. Arrange the set-up and the removal of all signs.
3. Prepare signs as requested by other committees.
4. As necessary, prepare signs to identify meeting rooms.
5. As necessary, prepare directional signs to help direct conferees to rooms.
6. Post a “canceled session” sign when necessary.
7. Maintain a sign center to handle last minute signs or changes.
8. Prepare a report of recommendations for the future.

**The Special Events Committee shall**

1. Make sure rooms are set up appropriately for each event.
2. Make sure each event runs smoothly, troubleshooting any problems that may arise.
3. Arrange for a master/mistress of ceremonies for events as needed.
4. Arrange for introductions of speakers/authors presenting at the events.
5. Distribute checks, when applicable.
6. Prepare a report of recommendations for the future.

**The Hospitality Committee shall**

1. Arrange to transport featured speakers to and from the airport or train station.
2. Provide envelope for each featured speaker that includes cell phone number(s) for questions and/or emergencies, compensation, conference information, personal itinerary, and pre-ordered meal tickets.
3. Provide featured speakers with information regarding transportation back to the airport or train station.
4. Notify the speakers when they are to be seated at a reserved table for meal functions.
5. Prepare a report of recommendations for future conferences.

**The Meal Functions/Ticket Taking Committee shall**

1. Enlist help of volunteers to collect meal tickets. Call the IRC office for names of volunteers.
2. Be present prior to each meal function to greet honored guests and speakers and to provide information concerning seating.
3. Collect meal tickets and take head count to be used to rectify meal function billing.
4. Prepare a report of recommendations for future conferences.

**The Technology Committee shall**

1. Arrange onsite conference social media taglines.
2. Promote conference through social media.
3. Maintain the handouts on the Conference App.
4. Prepare a report of recommendations for future conferences.

### **The Sticker Design Contest Committee shall**

1. Be comprised of a chair and at least three other members, with an attempt to have all areas of the state represented.
2. Prepare and/or revise the entry application.
3. Review the budget and adjust items as needed.
4. Publicize the contest.
5. Review the entries.
6. Select the winning design.
7. Notify the winners and honorable mentions.
8. Submit the winning design for printing and arrange for it to be delivered to the conference site for distribution at the annual conference.
9. Send a copy of the winning design to the IRC Office to be printed in the final program book.
10. Present the winner during the annual conference. (Winner and guests receive complimentary meal tickets.) Winner and guest's names must be submitted to the Executive Director in advance of the conference to assure seating arrangements.
11. Mail certificates and books to the second and third place winners and certificates to the honorable mention winners only.
12. Prepare an article for *The Communicator*

### **The IRC Office Conference Responsibilities**

1. Coordinate registration for the IRC Annual Conference, which includes
  - a. Determining types of registrations and costs with the Conference Committee.
  - b. Recording a master list of registered conference participants.
  - c. Preparing registration packets to include nametags, meal tickets, ribbons, etc.
  - d. Sending confirmations of registrations.
  - e. Reporting luncheon and banquet reservations to meal functions chair.
  - f. Organizing and maintaining registration at conference site.
  - g. Sending regular registration reports to Conference Chair, Assistant Conference Chair, and Treasurer.
2. Serve as hosts for guests of the conference, which includes
  - a. Arranging accommodations for featured speakers.
  - b. Providing the biographical sketch of each featured speaker to the introducer.
  - c. Planning the number and type of recognition ribbons.
  - d. Providing an informational packet for featured speakers.
3. Coordinate arrangements, which includes
  - a. Arranging for audiovisual/technology support.
  - b. Setting up a schedule for book signings and then sending notice and book-signing guidelines to the author or publisher and the Author Signing Committee Chair.
  - c. Contacting the approved conference book vendor(s) with names of authors who will be signing at the conference.
  - d. In coordination with Conference Chair, finalizing contracts for featured speakers.
  - e. Keeping a permanent record of all conference expenditures and submitting bills to the Treasurer for approval.
  - f. Making necessary arrangements, including hotels, for featured speakers and following up with the speakers regarding their travel plans sixty days prior to the conference.
  - g. Obtaining a biographical sketch for each featured speaker.
  - h. Within one month after the end of the conference, submitting an Approval of Payment form for the speakers' honoraria and expenses to the Treasurer.
  - i. Conferring with the Conference Chair regarding menus for meal functions and making necessary arrangements with hotels.

- j. Arranging for table decorations for meal functions with hotels.
- k. Making sure each featured speaker receives a follow-up thank you.
- 4. Coordinate publicity, which includes
  - a. Working with the Conference Committee to develop an overall plan for publicity, including timelines.
  - b. Publicizing and distributing information about the conference at Board of Directors meetings, local and special interest councils, state departments, colleges and universities and other sources.
  - c. Sending thank you letters to committee members.
- 5. Develop the Preliminary Program and Conference Program, which includes
  - a. Creating a conference schedule and assigning rooms.
  - b. Obtaining an estimate for printing and delivery costs from at least two printers.
  - c. Prepare, edit, and proofread the Conference Program, sending it to the Conference Chair for final approval.
  - d. Make final printing plans: cost, target date for printing, number to be printed and arrangements for shipping.
  - e. Develop a list of recommendations for the Conference Book for future conferences.
- 6. Coordinate operations of the conference, which includes
  - a. Assisting the IRC Budget Committee in developing the conference budget.
  - b. Keeping a permanent record of all conference expenditures that are approved by the Conference Chair. Vouchers are submitted to the Treasurer for approval. Approved bills are forwarded to the President for final approval before the accountant pays the bills.
  - c. Depositing all income and reporting it to the Conference Chair and Treasurer.
  - d. Completing and submitting a final accounting of the conference to the Conference Chair and Treasurer.
  - e. Compiling the conference report, including recommendations for future conferences.

### **Council Bylaws Committee**

The Council Bylaws Committee shall

- 1. Be comprised of the ILA State Coordinator and at least three other members, with an attempt to have various areas of the state represented.
- 2. Set forth a schedule for the review of council bylaws.
- 3. Review each set of bylaws submitted electronically using the adopted checklist, as developed by the Council By-Laws Committee.
- 4. When needed, work with councils to update council bylaws for review.
- 5. Upon review of bylaws, return suggested revisions to the councils.
- 6. Make final approval of bylaws upon council adoption of the suggested changes.
- 7. Upon final approval, send an electronic copy to the ILA State Coordinator and IRC Office.

### **District Professional Development Committee**

The District Professional Development Committee shall

- 1. Be comprised of the immediate Past President as Chair and Executive Committee.
- 2. Coordinate with the IRC PD Committee to provide meaningful professional development.
- 3. Facilitate with Executive Director and Executive Board contract approval for districts.
- 4. Coordinate with the Executive Director and office staff marketing strategies.

## Grievance Committee

The Grievance Committee is established to address issues filed by members of IRC and participants in IRC events. The composition of and procedures used by the Grievance Committee are adapted from ILA's Membership Policies. The Grievance Committee shall

1. Be comprised of seven members mutually agreed upon by the complainant and the respondent.
2. Within 10 business days of receiving a complaint, notify the respondent, in writing, of the following:
  - a. The nature of the complaint
  - b. The alleged conduct giving rise to the complaint
  - c. Any interim disciplinary action taken in response to the allegation
  - d. The need to appear before the Grievance Committee to address the allegations made in the complaint
  - e. The need to be prepared to either admit or deny the allegations made in the complaint
3. Set a date to conduct a disciplinary hearing. Written notice shall be provided to the complainant and the respondent at least thirty (30) days before the hearing date. The Grievance Committee shall have the right to request that witnesses attend the hearing or submit a sworn statement of fact relating to the matter subject to the complaint. The respondent shall also have the right to request that witnesses attend the hearing or submit a sworn statement of fact on his/her behalf.
4. Invite the respondent to attend the disciplinary hearing. To acquire the best information upon which to base a decision, it is recommended that the respondent attend the disciplinary hearing in person or by conference phone. However, the respondent need not be present for the disciplinary hearing to proceed.
5. Ensure privacy for all concerned. All disciplinary hearings are private and closed to everyone except the persons involved, which includes the complainant, the respondent, any witnesses, and the Grievance Committee. The respondent may not be accompanied by legal counsel (practicing attorney or not) unless criminal charges are pending or foreseeable, in which case an attorney may accompany the respondent for the sole purpose of advising the respondent during the disciplinary hearing.
6. Conduct Disciplinary Hearings  
The following is a general description of the disciplinary hearing procedures. The procedures may vary, at the sole discretion of the Grievance Committee, as appropriate for specific hearings.
  - a. The Grievance Committee shall read the complaint.
  - b. The Grievance Committee shall request that the complainant present his/her account of the alleged actions giving rise to the complaint. The Grievance Committee may then present other relevant evidence relating to the alleged actions, including but not limited to witnesses and statements of fact signed by individuals with knowledge relating to the alleged actions.
  - c. The respondent will then have the opportunity to present his/her account of the alleged actions giving rise to the complaint. The respondent shall also be provided the opportunity to present other relevant evidence relating to the alleged actions, including but not limited to witnesses and sworn statements of fact signed by individuals with knowledge relating to the alleged actions.
  - d. The Grievance Committee will have the opportunity to ask the complainant, respondent, and any witnesses in attendance relevant questions pertaining to the allegations made in the complaint.
  - e. The complainant and respondent will be offered an opportunity to make a summary statement to the Grievance Committee at the conclusion of the disciplinary hearing.
  - f. All other persons besides the Grievance Committee will then be excused from the hearing while the Grievance Committee considers the information presented and determines responsibility for the alleged violation and any recommended disciplinary actions that should be taken in the event the respondent is found responsible for the violation.
7. Determine Disciplinary Actions  
After the disciplinary hearing, the Grievance Committee shall determine what, if any, disciplinary actions should be taken. With the exception of a decision to take no action, a decision to take a

particular disciplinary action must be supported by an affirmative vote of two-thirds (2/3) of the entire Grievance Committee. Disciplinary actions may include but are not limited to the following:

- a. No Action.
- b. Written Warning. An official written statement expressing disapproval of acts committed. A written warning may be combined with other disciplinary actions.
- c. Disciplinary Probation. A period of time specified for observing and evaluating the member's conduct, with or without special conditions, indicating that further violations while on probation may result in more severe disciplinary action. Probation will be imposed for a specific period of time, and the member shall automatically be removed from probation when the specified period of time expires. Disciplinary probation may be combined with other disciplinary actions.
- d. Restitution. Restitution constitutes reimbursement for damage to or misappropriation of property, which may take the form of direct financial compensation, of service, or other forms of indirect compensation. In the event that damage occurs as a result of a member's or participant's action, the member or participant will be held personally liable for restitution. Failure to provide restitution is grounds for immediate termination of membership and removal from all IRC programs and events.
- e. Suspension of Membership. A suspension of membership may be imposed for any length of time determined by the Grievance Committee. The suspended member must apply to the Grievance Committee for the reinstatement of his/her membership. Suspension of membership may be combined with other disciplinary actions.
- f. Termination of Membership. In addition to the above stated disciplinary actions, the Grievance Committee may take any disciplinary actions that it deems necessary. Conditions for reinstatement of membership or approval to participate in Association programs and events, if any, shall be stated in the notice of the result of the disciplinary process.
- g. Notification. The Grievance Committee shall provide the complainant and the respondent with written notice of its decision regarding any disciplinary actions within five (5) days after the hearing date. Such notice shall be provided by certified mail, in addition to any verbal, electronic, or facsimile notifications they may receive. Notice shall be considered sufficiently served as soon as it is sent by certified mail.

### **Membership Committee**

The Membership Committee shall

1. Be comprised of the Director of Membership Development as Chair, Vice-President, and Membership Chairs of local and special interest councils within the state.
2. Promote membership at the local, state, and national levels.
3. Encourage IRC members to be members of ILA.
4. Work with and aid councils that are having membership difficulties or that are relatively inactive.
5. Staff a Membership Booth at IRC Annual Conference.
6. Develop and share ideas and recommendations to promote student members in IRC and ILA.
7. Develop a network of contact persons at institutions of higher education within the state who will be responsible for promoting membership among students.
8. Work closely with the ILA State Coordinator in the establishment of student interest councils on campuses.

## Nominating Committee

The Nominating Committee shall

1. Be comprised of the immediate Past President as Chair and all Regional Directors.
2. Secure candidates for the following positions:
  - a. Vice-President elected annually.
  - b. Secretary elected during even numbered years.
  - c. Treasurer elected during odd numbered years.
  - d. Membership Chair during even numbered years.
  - e. State Coordinator during odd numbered years
3. Solicit nominees in writing for various offices from councils within the state.
  - a. Nominees should show willingness to serve, if elected, by signing statement accepting the nomination.
  - b. An attempt should be made to rotate geographical residence of officers to represent the various areas of the state.
4. Require that candidates submit nominating forms by October 1; forms shall include:
  - a. Professional data
  - b. Educational data
  - c. Professional background
  - d. Membership in education organizations
  - e. Professional and community services
  - f. Career summary
  - g. Desired goals for IRC
5. Screen nominees to insure they
  - a. Have been active in local or special interest councils.
  - b. Have shown interest, enthusiasm, and leadership in local or special interest council activities.
  - c. Are members of ILA.
  - d. Are familiar with the policies and procedures of the organization.
  - e. Meet qualifications listed for each officer in the IRC Bylaws and the IRC Policies and Procedures.
  - f. Are cognizant of the duties of their respective offices as set forth in the IRC Bylaws and the IRC Policies and Procedures.
6. Adhere to the following timeline:

<b>Date</b>	<b>Action to be Taken</b>
October 1	Nominations due to the Nominating Committee Chair
November 1	Notify the candidates, with a copy to the President, of their meeting qualifications to be added to the ballot.
November Board Meeting	The Nominating Committee will present the candidates for office at the Board of Directors Meeting and invite all candidates to speak.
January 15	Ballots will be emailed to voting members
February 15	Ballots must be returned to the IRC Office
March	Results of the election will be announced at the Annual Membership Meeting during the IRC Annual Conference

7. Keep a file of the names of people contacted for offices and a list of prospective officers for future reference.



## **Organization Committee**

The Organization Committee, which establishes new councils, shall

1. Be comprised of the ILA State Coordinator as chair and the IRC Regional Directors.
2. Work with interested reading personnel and appropriate Regional Directors in areas of the state where possible local councils or special interest councils may be organized and developed.
3. Assign newly formed local or special interest councils to specific regions as needed.

## **Personnel Committee**

The Personnel Committee shall

1. Be comprised of the President as Chair, Immediate Past President, President-Elect, and ILA State Coordinator.
2. Evaluate the Executive Director annually and review the office personnel evaluations in accordance with current job descriptions and approved evaluation tools.
3. In cooperation with the Executive Director, make recommendations to the Board for hiring of office staff.
4. Provide a fair, internal process for resolving personnel issues. The Past President shall serve as a liaison between the staff and the committee.
  - Step 1. In case of a grievance, the complainant will file the grievance with the Personnel Committee; the complainant can also ask a Regional Director to attend the meeting as a consultant.
  - Step 2. If the grievance cannot be resolved by the Personnel Committee, the grievance can be advanced to Step 2, which would include legal representation for both IRC and the employee filing the grievance.
5. Perform other duties related to personnel issues for the well-being of the organization as mandated by the Board of Directors.

## **Special Committees**

1. Special Committees are formed to focus on specific topics or areas of literacy as needed and may be created or dissolved by the Executive Committee.
2. Special Committees shall be comprised of advisory members and/or council representatives from each local and special interest council.
  - a. Advisory committee members work directly with Committee Chair. Advisory members of each committee are appointed by the chair and submitted to the Executive Committee prior to the Annual Leadership Workshop.
  - b. Council representatives provide communication between the council and the committee chairs. Council representatives are selected by individual councils.
3. Members of Special Committees shall be members of IRC and ILA or serve in advisory capacities as appointed by the Committee Chair.
4. The Chair of each Special Committee is appointed by the President-Elect in consultation with the President and the Vice President, and they are approved by the Board of Directors at a meeting prior to the Annual Leadership Workshop.
  - a. The term of office for a Special Committee Chair shall be three years with the opportunity to be reappointed for additional terms.
  - b. The Chair should have served on that committee previously and should have prior information of the recent deliberations and decisions of the committee.
  - c. Special Committee Chairs are voting members of the Board of Directors.
5. One week prior to each Board of Directors meeting, each committee chair should submit a report to the IRC Office and the President.

6. Special Committees of IRC are
  - a. Advocacy Committee
  - b. Book Club Committee
  - c. Educational Media Committee
  - d. Family Literacy Committee
  - e. Illinois Reads Committee
  - f. ILA Exemplary Reading Program Award Committee
  - g. International Projects Committee
  - h. Jerry Johns Reading Educator of the Year Committee
  - i. Literacy Support Grants Committee
  - j. Obama Literacy Fund Committee
  - k. Prairie State Award Committee
  - l. Professional Learning and Development Committee
  - m. Publicity and Publications Committee

## **Special Committee Responsibilities**

### **Advocacy Committee**

The Advocacy Committee shall

1. Be comprised of the chair and a council representative from each local and special interest council.
2. Review and monitor state and federal legislation relating to literacy education.
  - a. Notify the IRC members of recommended action relative to legislation as appropriate.
  - b. Work with legislators and professional organizations about action relative to legislation as appropriate.
  - c. Communicate with the ISBE liaison to stay current with education issues.
3. Draft strategic plans for improving literacy opportunities for the state of Illinois. These plans will be made with the intention of supporting literacy education and access for all.
4. Establish a working relationship with IRC members to develop necessary support materials-and to help keep the public and IRC members informed.
5. Prepare a report to the IRC Board of Directors to keep it updated on what is happening at the state and federal levels.
6. Fulfill requirements for the ILA Advocacy Award and submit application to ILA by the deadline.

### **Book Club Committee**

The Book Club Committee shall

1. Be comprised of the chair and at least three other members that will assist in the running of the book club each year.
2. The committee will host four quarterly book clubs in the spring, summer, fall, and winter.
3. The committee will consult with the conference chair to select two books from a featured speaker scheduled to present at the conference for the winter and spring book clubs.
4. Coordinate with office staff to register members for the book clubs.
5. Maintain a virtual site to host book club.
6. At the completion of the book club, submit to the office a list of members who are eligible to receive professional development clock hours.

### **Educational Media Committee**

The Educational Media Committee shall

1. Be comprised of the chair and a council representative from each local and special interest council.
2. Provide leadership and training in the use of media, technology, and their applications.
3. Investigate available technologies that could be used to support the mission of the Illinois Reading Council and local/special interest councils.
4. Submit information to IRC media, such as the website, the *IRC Journal*, and *IRC Communicator*, to share information about statewide and local activities in educational technology.
5. Serve as a liaison between IRC and other educational media sources such as the National Association for Media Literacy Education (NAMLE), Association of Illinois School Library Educators (AISLE), and the National Association for Media Literacy Association (NAMLA).

### **Family Literacy Committee**

The Family Literacy Committee shall

1. Be comprised of the chair and a council representative from each local and special interest council.
2. Address issues dealing with the impact of intergenerational literacy and society.
3. Promote programs and information that foster the literacy of adult learners, children, and families.
4. Collect and disseminate ideas to encourage family literacy in Illinois schools, libraries, and communities.
5. Recognize outstanding service in Family Literacy by presenting an annual award.
  - a. Collaborate with the IRC Office to review and update the application or nomination form each year.
  - b. Coordinate with the IRC Office to include the application on the IRC website and in the annual Leadership Handbook.
  - c. Evaluate the applications through blind review and select an awardee.
  - d. Coordinate with the IRC office to recognize the recipient at the IRC Annual Conference and arrange for the awardee and guests to attend the designated function.
6. Maintain contact with the Adult and Family Literacy SIG of the ILA and other state councils to receive information regarding parent involvement at the national and state levels.

### **Illinois Reads Committee**

The Illinois Reads Committee shall

1. Be comprised of the chair, an advisory committee, and a council representative from each local and special interest council.
2. Advance literacy and the enjoyment of reading for all ages by publicizing an annual list of books selected to promote and recognize authors with ties to Illinois.
3. Provide ideas and news updates to local councils to promote Illinois Reads and the advancement of literacy and enjoyment of reading across the state of Illinois.
4. Develop partnerships with educational organizations, institutions, policy makers, authors, and businesses to promote and support Illinois Reads and the advancement of literacy and enjoyment of reading across the state of Illinois.

### **International Literacy Association Exemplary Reading Program Award Committee**

The ILA Exemplary Reading Program Award Committee shall

1. Be comprised of a chair and at least three other members, with an attempt to have all areas of the state represented.
2. Administer the application process as follows:
  - a. Coordinate with the IRC Office to include the link to the application on the IRC website and in the annual leadership handbook.
  - b. Encourage council leaders to distribute the application information to schools in their areas; with directions to applicants to submit applications to ILA.
  - c. Evaluate and score applications received from ILA. Visit schools, as needed, for further evaluation.
  - d. Determine the winner. Complete final report forms and return them to ILA Headquarters by the specified date.
3. Follow-up with letters of appreciation to all applicants.
4. Coordinate with the IRC office to recognize the recipient at the IRC Annual Conference and arrange for the awardee and guests to attend the designated function.

### **International Projects Committee**

The International Projects Committee shall

1. Be comprised of the chair and a council representative from each local and special interest council.
2. Promote literacy internationally, focusing on providing resources in third world countries.
3. Encourage councils to become involved with international projects to increase literacy in specific countries where illiteracy is problematic.
4. Collect and disseminate information about potential international projects.
5. Administer grants to promote literacy projects internationally:
  - a. Collaborate with the IRC Office to review and update the application each year.
  - b. Coordinate with the IRC Office to include the application on the IRC website and in the annual leadership handbook.
  - c. Coordinate with the IRC office to recognize the recipient at the annual conference and arrange for the awardee and guests to attend the designated function.

### **Jerry Johns Reading Educator of the Year Committee**

The Jerry Johns Reading Educator of the Year Committee shall

1. Be comprised of a chair and at least three other members, with an attempt to have all areas of the state represented.
2. Administer the application process as follows:
  - a. Review and update the *Jerry Johns Reading Educator of the Year* award application form in cooperation with the IRC Office.
  - b. Coordinate with the IRC Office to include the application on the IRC website and in the annual leadership handbook. Include this statement for all grants.
  - c. Read and review submitted applications.
  - d. Notify applicants regarding their award status.
  - e. Notify IRC Office of winning applicants; coordinate with the IRC Office to arrange for plaque and monetary award for winner.
  - f. Order banner and present it to the winner at his/her school.
  - g. Coordinate with the IRC office to recognize the recipient at the IRC Annual Conference and arrange for the awardee and guests to attend the designated function.
  - h. In the event there are no applications, the Committee will select an appropriate awardee.

### **Literacy Support Grants Committee**

The IRC Literacy Support Grants Committee shall

1. Be comprised of the Chair and one representative from each IRC region.
2. Present the recommendations of the IRC Literacy Support Grants Committee to the Budget Committee for approval of funding for the grants.
3. Upon approval of the funding for the grants, administer the application process as follows:
  - a. Collaborate with the IRC Office to review and update the application or nomination form each year.
  - b. Coordinate with the IRC Office to include the application on the IRC website and in the annual leadership handbook.
  - c. Meet to evaluate the grant applications through blind review.
  - d. Coordinate with the IRC office to recognize the recipient at the IRC Annual Conference and arrange for the awardee and guests to attend the designated function.
  - e. Send the announcement of the recipients of the grant awards after the approval of the fiscal year budget by the IRC Board of Directors. Monies will be distributed throughout the fiscal year as receipts are forwarded for processing.

### **Obama Literacy Fund Committee**

The Obama Literacy Fund Committee shall

1. Be comprised of the Chair and one representative from each IRC region.
2. Use the fund to promote an understanding of the importance of culturally relevant literature among members of IRC.
3. Deposit the fund and use \$1,000 from the interest and/or principal for the project.
4. Focus on means of providing culturally relevant literature for teachers' use.
5. Guidelines for the Obama Literacy Award shall be applied as follows:
  - a. The principal of this fund shall be an endowment invested and overseen in similar fashion as the IRC's other investments. Expendable income will be available annually as realized by investment interest.
  - b. Any earnings in excess of expendable income and other gifts to this account will be reinvested to the principal to maintain the real value of the original gift.
  - c. If the earnings of this account are insufficient to fully fund the annual award, additional funds may be drawn from the endowment as needed.
6. Administer the application process as follows:
  - a. Collaborate with the IRC Office to review and update the application or nomination form each year.
  - b. Coordinate with the IRC Office to include the application in on the IRC website and in the annual leadership handbook. Include this statement for all grants.
  - c. Review applications to determine the awardee and submit results to the IRC Office.
  - d. Send thank-you notes to all applicants.
  - e. Coordinate with the IRC office to recognize the recipient at the IRC Annual Conference and arrange for the awardee and guests to attend the designated function.
  - f. In the event there are no applications, the Committee will select an appropriate awardee.

### **Prairie State Award Committee**

The Prairie State Award Committee shall

1. Be comprised of a chair and an advisory group ideally made up of at least 2 professors, 2 librarians, and 2 teachers to ensure a broad perspective. The rotation cycle will be 3 years for committee members.
2. Recognize an Illinois children's/young adult author whose body of work demonstrates excellence, engenders a love of literature, and embraces an important part of the mission of IRC to promote lifelong literacy.
3. Administer the application process as follows:
  - a. Collaborate with the IRC Office to review and update the application form each year.
  - b. Coordinate with the IRC Office to include the application on the IRC website and in the annual leadership handbook.
  - c. Read and review applications through a blind review.
  - d. Notify applicants regarding their award status.
  - e. Notify IRC Office of winning applicant and coordinate with the IRC office to order the plaque and monetary award for winner.
  - f. Coordinate with the IRC office to recognize the recipient at the IRC Annual Conference and arrange for the awardee and guests to attend the designated function.
  - g. In the event there are no applications, the Committee will select an appropriate awardee.

### **Professional Learning and Development Committee**

The Professional Learning and Development Committee shall

1. Be comprised of a chair and a council representative from each local and special interest council.
2. Provide teaching resources and literacy tools to support IRC members and their districts as they support the best practices in literacy learning via, but not limited to, the Professional Learning Padlet, *IRC Communicator*, and the IRC Annual Conference
3. Offer high-quality and customized professional learning programs that can be held onsite or virtually through the IRC PL&D Consulting Services. The list of approved consultants will be reviewed by the IRC Executive Committee. The current rates and guidelines for reimbursements for the PL&D Consultants is listed in the PL&D Consulting Services Protocol available in the Leadership Handbook.
4. Share the literacy learning resources and other materials provided by IRC members and the council representative from each local and special interest council.

### **Publicity and Publications Committee**

The Publicity and Publications Committee shall

1. Be comprised of a chair, an advisory group, and one liaison representing each local and special interest council.
2. Share ideas and recommendations to promote IRC and ILA
3. Provide IRC news updates to local councils to publish in area newspapers.
4. Explore the need for publications in literacy sponsored by the state council and present them to the Board of Directors for approval.
5. Assist in the development of publications other than the *IRC Journal* and the *IRC Communicator* as approved by the Board of Directors.
6. Review and approve any publications generated by IRC Committees and IRC-affiliated groups to be disseminated beyond the IRC membership.

## **Ad Hoc Committees**

Ad Hoc Committees shall

1. Serve for the period specified by the President with the opportunity to be extended by the succeeding President.
2. Be represented on the Board of Directors by a chair who serves as a non-voting member of the Board.
3. Be comprised of at least three members.
4. Report the progress of the committee to the President, Executive Committee, and the Board of Directors.
5. When requested, make recommendations to the President, Executive Committee, and the Board of Directors as to whether the committee should become a Standing Committee, a Special Committee, or a Special Interest Council.

## **REPRESENTATIVES/LIAISONS FROM AFFILIATE ORGANIZATIONS**

### **Rebecca Caudill Young Readers' Book Award Representative**

#### **Qualifications**

The Rebecca Caudill Young Readers' Book Award Representative shall

1. Be an active member of IRC and the Rebecca Caudill Young Readers' Book Award (RCYRBA) Steering Committee.
2. Be appointed by the IRC President upon recommendation of the RCYRBA Steering Committee.

#### **Job Description**

The Rebecca Caudill Young Readers' Book Representative shall

1. Be a non-voting member of the IRC Board of Directors.
2. Act as a liaison between IRC and the Rebecca Caudill Young Readers' Book Award Committee.
3. Attend committee meetings of the Rebecca Caudill Young Readers' Book Award Committee.
4. Attend IRC Board of Directors meetings and submit reports to the Board of Directors.
5. Keep IRC informed of the activities of the committee.
6. Perform such duties as are assigned by the IRC Executive Committee or the Board of Directors.

### **Illinois State Board of Education Liaison**

#### **Qualifications**

The Illinois State Board of Education Liaison shall

1. Be appointed by the Illinois State Board of Education.

#### **Job Description**

The Illinois State Board of Education Liaison shall

1. Be a non-voting member of the IRC Board of Directors.
2. Attend IRC Board of Directors meetings and submit reports to the IRC Board of Directors.
3. Inform IRC about decisions related to literacy made by the Illinois State Board of Education.
4. Attend IRC functions whenever possible.

## **Association of Illinois School Library Educators Liaison**

### **Qualifications**

The Association of Illinois School Library Educators Liaison shall

1. Be an active member of both IRC and the Association of Illinois School Library Educators (AISLE)
2. Be appointed by the IRC President, in agreement with the AISLE President.

### **Job Description**

The AISLE Liaison shall

1. Be a non-voting member of the IRC Board of Directors.
2. Attend IRC Board of Directors meetings and submit reports to the Board of Directors.
3. Keep IRC informed about decisions related to literacy made by AISLE, its committees (i.e. Readers' Choice Awards), and subsidiaries (i.e. AISLE/LBSS Endowment Fund).
4. Inform the AISLE Board of Directors of actions taken by IRC that might affect libraries.
5. Attend IRC functions whenever possible.

## **EDITORS OF IRC PUBLICATIONS**

### **Editor of the *Illinois Reading Council Journal***

#### **Qualifications**

The Editor of the *Illinois Reading Council Journal (IRCJ)* shall

1. Be a member in good standing of IRC and ILA.
2. Have editorial experience which could include journal editorship, assistant editorship, or review board participation.
3. Hold an advanced degree in a literacy-related discipline.
4. Be acknowledged as a figure in the literacy community.
5. Be currently employed in a reading/language arts/literacy position.
6. Have sufficient standing to secure the necessary institutional support.
7. Have demonstrated professional scholarship through publications.
8. Have an extensive publishing record.
9. Be willing to commit to a minimum two-year unpaid term which could be extended to four years.
10. Have demonstrate effectiveness as a manager, organizer, and responsible budgeter.
11. Be willing to communicate with and take direction from the IRC Executive Committee
12. Be able to articulate a clear and appropriate vision for *IRCJ* and the role of the Editorial Board.
13. Apply to a Search Committee as established by the President. The application should articulate a clear and appropriate vision for *IRCJ* and the role of the Editorial Board. The application is available on the IRC website.
14. The Editor continues at the discretion of the Executive Committee.

#### **Job Description**

The Editor of *IRCJ* shall

1. Be a voting member of the IRC Board of Directors.
2. Appoint qualified members of an Editorial Advisory Board, an Assistant Editor, and/or Associate Editors to assist in the tasks associated with publication of *IRCJ*. Individuals appointed should be members in good standing of IRC and represent the diversity of the IRC membership.



3. Effectively manage IRCJ production within the IRCJ budget established by the IRC Executive Committee.
4. Oversee all tasks involved in preparation and publication of four issues of *IRCJ* annually.
  - a. Appoint, if desired, an unpaid assistant editor and or editorial assistant(s) to fulfill duties assigned by the editor.
  - b. Establish and maintain publication deadlines in conjunction with other IRC publications.
  - c. Receive manuscripts and distribute, after removing author's name(s) to members of the *IRCJ* Editorial Advisory Board for review. Provide a form for the objective evaluation of each manuscript with a space for suggested editorial revisions. Report the reviewers' recommendations to IRCJ staff at the editorial meetings or by correspondence.
  - d. Select final articles to appear in the journal based on the recommendations of the Editorial Advisory Board.
  - e. Invite no more than two guest authors to submit manuscripts, not subject to review by the Editorial Advisory Board, for publication in each journal. Select the potential authors following consultation with the associate editor and/or the Editorial Advisory Board.
  - f. Acknowledge receipts of manuscripts and inform authors regarding the receipt. After final decisions have been made, inform authors regarding the selection or rejection of their manuscripts.
  - g. Complete final editing of all manuscripts and select cover art.
  - h. Cooperate with the IRC Office in the publication of advertisements and other information to be included in *IRCJ*.
  - i. Coordinate with the IRC office to contract with a reputable, experienced, and cost-effective publisher/printer to handle all tasks involving publication of each issue of *IRCJ*, including but not limited to formatting, copy editing, printing, and mailing.
  - j. Submit manuscripts to the printer, proofread the copy, and supervise final publication and distribution of the journals.
5. Provide an electronic copy of each published issue to EBSCO and to the IRC Office and exchange state journals with other states.
6. Attend IRC Board of Directors meetings as a representative of *IRCJ* and submit reports to the IRC Board of Directors.
7. Submit an annual written summary about IRCJ activities at the annual assembly in June.

### **Editor of *Illinois Reading Council Communicator***

#### **Qualifications**

The editor of IRC Communicator shall

1. Be appointed by the President Elect for a three-year term, eligible for re-appointment.
2. Be a member of IRC and ILA.
3. Have been active in IRC at a council, committee, or Board of Directors level.
4. Apply to a Search Committee as established by the Executive Committee. The application should articulate a clear and appropriate vision for the *Illinois Reading Council Communicator* e-newsletter. The application is available on the IRC website.

#### **Job Description**

The editor of *IRC Communicator* shall

1. Be a voting member of the IRC Board of Directors.
2. Work with the President and IRC Office to prepare the monthly *Illinois Reading Council Communicator* e-newsletter.
3. Contact the IRC Board of Directors and general members of the Illinois Reading Council for information to be included in the *IRC Communicator*.

## AWARDS

### **Officers' Appreciation Awards**

At the end of their terms of office, the following officers will be presented with plaques: the President, Secretary, Treasurer, ILA State Coordinator, Director of Membership Development, and Regional Director(s).

### **Council of Excellence Award**

The Guidelines for the Council of Excellence Award of IRC are subject to change on an annual basis. The most current copy of the guidelines is available on the IRC website and may be obtained from the IRC Office.

### **Gift Memberships**

Beginning July 1, 2014, no new honorary (complimentary) IRC memberships or conference registrations will be awarded, unless voted upon and approved by the Executive Committee. Honorary members who are currently receiving complimentary IRC state council memberships will continue to receive this honor and privilege; however, they will continue to pay dues for each local or special interest council they choose to join.

### **Discretionary Awards**

The IRC Service Award and Membership in the IRC Hall of Fame are given by IRC at the discretion of the Executive Committee. These awards are not awarded on an annual basis, but only as deemed appropriate by the Executive Committee.

The Executive Director shall keep a permanent record noting all awards presented, including the name of the recipient as well as the year and place of the presentation. The names of recipients shall be included in the IRC Annual Conference Program. Nomination forms are available on the IRC website or may be obtained from the IRC Office.

### **Guidelines for IRC Service Award**

The IRC Service Award recognizes significant contributions to IRC. Awards are given only to the most deserving individuals, according to the criteria given below. The award(s) will be presented at the IRC Annual Conference. There may be years that the award is not presented.

To be considered for the IRC Service Award, a candidate shall have

1. Been a member of IRC and ILA for at least three years.
2. Served IRC in a position of leadership as a state officer, committee member, or other responsible capacity for at least three years.
3. Supported the activities of IRC by the commitment of time in working on committees, carrying out the duties of an office, attending meetings, and/or participating in conferences.
4. Contributed to IRC by way of expertise and ideas, which have enhanced the program of the Council.
5. Worked to expand IRC by promoting memberships and encouraging participation in the various activities and functions of the organization.
6. Upheld the philosophy, purposes, principles, and ideals of IRC and ILA.
7. Nomination forms shall be sent to the ILA State Coordinator for review by the committee, and the Executive Committee will make final determination of the recipients no later than 60 days prior to the IRC Annual Conference. The recipients will be chosen at this time so that the ILA State Coordinator can contact them to be arranged for them and their guests to attend the IRC Annual Conference.

## **Guidelines for the IRC Hall of Fame**

Membership in the IRC Hall of Fame recognizes significant contributions to literacy or literacy education. Awards are to be given only to the most deserving individuals, not to exceed two per year, according to the criteria given below. The award(s) will be presented at the IRC Annual Conference. There may be years that the award is not presented.

To be considered for the IRC Hall of Fame, a candidate shall have

1. Been a native of Illinois or been actively involved in work in literacy in Illinois for a minimum of five years.
2. Been well known and respected by colleagues in the profession.
3. Held positions of responsibility in the field of literacy.
4. Made meritorious contributions in professional activities (such as writing publications or research reports, speaking, organizing programs, helping teachers, and being actively involved in professional organizations) and upheld the philosophy and principles of ILA and IRC.
5. Nomination forms shall be sent to the immediate Past President, and the Executive Committee will make final determination of the recipients no later than 60 days prior to the IRC Annual Conference. The recipients will be chosen at this time in order that the Past President can contact them to arrange for them and their guests to attend the IRC Annual Conference. Nomination forms are available on the IRC website or may be obtained from the IRC Office.

## **IRC Grant Program**

The IRC Board of Directors has approved a Grant Program which will award financial grants to Local and Special Interest Councils for special programs and projects. The guidelines for grants are subject to change annually. The most current copy of the guidelines is available on the IRC website or may be obtained from the

## **IRC OFFICE STAFF**

### **Executive Director**

The Executive Director is a full-time employee of IRC.

#### **Job Description**

To develop, organize, and manage daily activities of the Illinois Reading Council. To work collaboratively with the Executive Committee and the Board of Directors to develop, organize, and manage the Illinois Reading Council's strategic goals and objectives to meet the financial targets and customer satisfaction requirements in accordance with established policies and procedures.

#### **The Executive Director shall**

1. Serve as the Registered Agent for IRC as a nonprofit agency with the State of Illinois and the Internal Revenue Service ensuring that all annual paperwork is filed on time.
2. Act as a liaison to the Executive Committee and Board of Directors for the Illinois Reading Council.
  - a. Organize, arrange, and attend all meetings of the Board of Directors, Executive Committee as well as the Annual Membership Meeting.
  - b. Collaborate with the President to compile and distribute materials including agendas and minutes for the Executive Committee, Board of Directors, and Annual Membership Meetings.

- c. Notify all officers, regional directors, committee chairs, and council presidents of the Board of Directors, Executive Committee, and Annual Membership Meetings; including date, time, and location, at least two weeks in advance.
  - d. Notify all members of the Annual Membership Meeting as required by the IRC Bylaws and the IRC Policies and Procedures.
  - e. Notify all members of the slate of candidates for elected office, including biographical information through the official ballot.
  - f. Represent IRC to other organizations and the public in a professional manner
  - g. Support and abide by the IRC Bylaws and the IRC Policies and Procedures Manual approved by the IRC Board of Directors.
  - h. Send Executive Committee a monthly Office Update including recent notifications, correspondence, status of projects, and other scheduling or staff concerns. Notify Executive Committee of correspondence requiring a response in a timely manner.
  - i. Maintain accurate records for the Illinois Reading Council
3. Maintain current and historical files, which are available for reference at all meetings including but not limited to, a copy of the IRC Bylaws and the IRC Policies and Procedures Manual.
    - a. Compile meaningful data from current and historical files related to strategic planning, goals, objectives, for decision-making purposes.
    - b. Supervise the maintenance of accurate membership records and ensure they are processed in an accurate and timely manner. Membership records remain the property of IRC and may be shared upon approval of the IRC Executive Committee.
    - c. Deposit all monies under the direction of the IRC Treasurer.
    - d. Maintain current and historical files, including but not limited to agendas, minutes, publications, correspondence, audits, and treasurer reports.
    - e. As the approved provider representative for IRC, oversee the Illinois State Board of Education Professional Development clock hour records with the ILA State Coordinator and Council and Committee Services Coordinator.
  4. Coordinate the organization, scheduling, marketing, and staffing needs for the Annual IRC Conference.
    - a. Collaborate with the Chair of the Conference Committee to organize the IRC Annual Conference, which includes, but is not limited to securing speakers and facilities for the event.
    - b. Coordinate with the Chair of the Conference Committee and Membership and Marketing Coordinator to create and distribute promotional materials related to the conference, which include, but are not limited to previews and preliminary programs. \*
    - c. Communicate with the Public Relations Coordinator to organize the exhibitors and exhibit hall.
    - d. Supervise the conference registration process, distribution of ISBE PD hours as the approved provider, and other tasks related to the conference.
    - e. Compile conference data and prepare a complete conference summary packet with the year's records to be presented at the subsequent Board of Directors meeting.
  5. Coordinate the production and distribution of IRC Publications.
    - a. Collaborate with the Chairs of Publicity and Publications and Editor(s) of Publications in compiling and distributing the IRC publications.
    - b. Coordinate with the Media and Marketing Coordinator in the distribution of the IRC publications.
  6. Supervise the marketing, public relations, and membership initiatives of IRC.
    - a. Supervise the development and implementation of promotions, marketing, advertising, and public relations initiatives designed to meet membership, conference and professional development programming goals as outlined in the IRC Strategic plans, including but not limited to book clubs, webinars, merchandise, *Illinois Reads*, International Projects, IRC events, and participation in other trade shows.

- b. Collaborate with councils, committees, and office staff to develop and implement member retention strategies and initiatives.
  - c. Collaborate with councils, committees, and office staff to develop, implement, and revise publicity materials and brochures, informational packets and other materials that integrate and promote current Illinois Reading Council programs and services.
  - d. Coordinate the promotion of IRC among other professional organizations as directed by the Executive Committee.
  - e. Collaborate with the Membership Chair and Media and Marketing Coordinator to develop, implement, and measure the effectiveness of membership and marketing initiatives and report the findings to the IRC Executive Committee and Board of Directors as requested.
7. Manage the IRC websites, social media, and various databases.
- a. Collaborate with the Media and Marketing Coordinator to develop and maintain the IRC website.
  - b. Manage the databases, file system, calendar, library, and other resources.
  - c. Collaborate with the Media and Marketing Coordinator to develop, implement, and measure the effectiveness of social media initiatives and report the findings to the IRC Executive Committee and Board of Directors as requested.
8. Supervise daily operations of the IRC office.
- a. Under the direction of the Executive Committee, recruit, hire, and train subordinate personnel.
  - b. Evaluate office personnel annually in accordance with current job descriptions and approved evaluation tools and submit to the Personnel Committee for review. When necessary, in consultation with the Personnel Committee, initiate necessary disciplinary action of subordinate personnel who do not meet accountabilities and responsibilities as specified in the Personnel and Grievance Committee guidelines in the Illinois Reading Council Policies and Procedures.
  - c. Train other staff members to assume specific elements of the responsibilities and duties of the Executive Director position in case of absence.
  - d. Participate in professional development as recommended and approved by the Executive Committee.
  - e. Manage the daily activities of personnel including, but not limited to, scheduling.
  - f. Act as a role model and provide leadership to subordinate staff that encourages and promotes an environment of friendliness, customer service, teamwork, and creativity.
9. Provide professional customer service to members, councils, and committees, as well as the public.
- a. Welcome and greet members in a courteous and friendly manner.
  - b. Answer incoming telephone calls in a professional manner; take messages, and direct calls as appropriate.
  - c. Receive, sort, and respond to incoming correspondence (mail and email).
  - d. Assist members and the public in requests for any information related to IRC.
  - e. Perform other duties as assigned by the Board of Directors and Executive Committee.

### **Evaluation**

The performance of the Executive Director is evaluated annually by the Personnel Committee using the approved evaluation instrument and criteria for performance. The results of the evaluation are maintained in the IRC Personnel file.

## **Council and Committee Services Coordinator**

The Council and Committee Services Coordinator's position is a half-time position with potential for additional hours as needed.

### **Job Description**

To develop, organize, and coordinate council and committee services including, but not limited to, membership, conference support, and professional development of the Illinois Reading Council. Perform duties assigned by the Executive Director and fulfill directives from the Executive Committee related to the development, organization, and coordination of Illinois Reading Council's strategic goals and objectives in order to meet the financial targets and consumer satisfaction requirements in accordance with established policies and procedures.

### **The Council and Committee Services Coordinator shall**

1. Process and Maintain a Database of Memberships and Conference Registrations
  - a. Process membership applications in an accurate and timely manner. Send renewal letters, check member information, process payments, and send confirmations. Membership records remain the property of the Illinois Reading Council and may be shared upon approval of the IRC Executive Committee.
  - b. Process conference registrations in an accurate and timely manner. Send registration confirmation, processes payments, send invoices, etc.
  - c. Assist with data base management to maintain accurate membership and conference records.
  - d. Coordinate the disbursement of membership and conference information to appropriate persons in an accurate and timely manner. Send monthly membership reports, membership mailing labels, master list of registered conference participants, conference meal counts, etc.
2. Process and maintain accurate Illinois State Board of Education Professional Development records.
  - a. Maintain yearly record of all council events held, including accurate attendance records for each event. Complete ISBE annual form and maintain records for audits.
  - b. Issue Evaluation Forms and Evidence of Completion Forms as necessary to event participants.
  - c. Review conference ISBE Evaluation Forms for completeness and accuracy. Issue individual Evidence Forms as indicated.
  - d. Maintain Conference and Clock Hour Evaluation databases.
  - e. Develop and maintain organized storage of council event documents and ISBE forms.
3. Implement sales, marketing, and public relations initiatives to meet membership, conference, and professional development programming goals as described in the strategic plans for the Illinois Reading Council.
  - a. Process orders and requests for merchandise.
  - b. Implement promotions, marketing, advertising, and public relations programs designed to retain and attract new members.
  - c. Distribute brochures, information packets and other collateral material that reflect current IRC programs and services.
  - d. Organize, sort, and send *Illinois Reads* materials as requested. Maintain database of *Illinois Reads* Ambassadors.
  - e. Coordinate and communicate with Book Club facilitator to maintain book club records and databases.
  - f. Coordinate with councils and committees to integrate and promote IRC programs and services.
  - g. Engage in continuous quality improvement to ensure strategic planning goals are met.
4. Assist in the preparation of materials for meetings and manage office supplies and materials.
  - a. Oversee the ordering and/or printing of IRC materials and other office supplies.
  - b. Assist in the preparation of materials for meetings and the annual conference.
  - c. Prepare outgoing correspondence for distribution (mail and email).

- d. Maintain office and equipment within the office. (Clean and tidy office, monitor office storage files, etc.)
5. Provide professional service to members, councils, and committees, as well as the public.
  - a. Welcome and greet members in a courteous and friendly manner.
  - b. Answer incoming telephone calls in a professional manner, take messages and direct calls as appropriate.
  - c. Receive, sort, and respond to incoming correspondence (mail and email).
  - d. Assist members and the public in requests for any information related to Illinois Reading Council.
  - e. Coordinate with the Executive Director to notify members of the Board of Directors of meetings and to send local council event reminders.
  - f. Perform other duties as assigned by the Executive Director.

### **Evaluation**

The performance of the Council and Committee Services Coordinator is evaluated annually by the Executive Director using the approved evaluation instrument and criteria for performance. The results of the evaluation are maintained in the IRC Personnel Repeated poor performance ratings will be addressed by the Personnel Committee as described in the Policies and Procedures of IRC.

### **Public Relations Coordinator**

The Public Relations Coordinator's position is a half-time position with potential for additional hours as needed.

### **Job Description**

To develop, organize, and coordinate sales, marketing and public relations including, but not limited to, exhibit hall and membership of the Illinois Reading Council. Perform duties assigned by the Executive Director and fulfill directives from the Executive Committee related to the development, organization, and management of Illinois Reading Council's strategic goals and objectives to meet the financial targets and customer satisfaction requirements in accordance with established policies and procedures.

### **The Public Relations Coordinator shall**

1. Coordinate the Exhibitors and Exhibit Hall for the Annual Conference
  - a. Coordinate with the Conference Committee to develop, maintain and disseminate exhibitor materials, including but not limited to exhibitor packets, procedures for checking in and out, space assignments, decorations, evaluation forms, meal information, thank you letters, etc.
  - b. Coordinate with conference hall management staff to fulfill exhibit hall needs.
  - c. In collaboration with the Conference Committee chair, coordinate volunteers for IRC-sponsored exhibits
  - d. Supervise the exhibit hall and serve as host during the conference, answering questions and problem solving as needed.
  - e. Assist with the development of marketing and public relations programs to attract participants to the exhibit hall.
  - f. Maintain accurate and updated records for exhibitor space and communicate necessary information to the Executive Director and Conference Chair for inclusion in the Conference Report.
  - g. Assist the Executive Director in compiling conference information for the annual report and making recommendations for changes during future conferences based on report data and evaluations.

2. Process and Maintain a Database of Conference Registrations
  - a. Process membership applications in an accurate and timely manner. Send renewal letters, check member information, processes payments, issues membership letter with card, etc. and sends confirmations.
  - b. Process conference registration for attendees in an accurate and timely manner. Send registration confirmation, processes payments, send invoices, etc. Send membership applications to the Council and Committee Coordinator
  - c. Assist with data base management to maintain accurate conference records.
3. Provide professional service to members, councils, and committees, as well as the public.
  - a. Welcome and greet members in a courteous and friendly manner.
  - b. Answer incoming telephone calls in a professional manner, take messages and direct calls as appropriate.
  - c. Receive, sort, and respond to incoming correspondence (mail and email).
  - d. Assist members and the public in requests for any information related to Illinois Reading Council.
  - e. Coordinate with Executive Director to notify Board of Directors for meetings and local council event reminders.
  - f. Perform other duties as assigned by the Executive Director.

### **Evaluation**

The performance of the Council and Committee Services Coordinator is evaluated annually by the Executive Director in conjunction with the Personnel and Grievances Committee. The results of the evaluation are maintained in the Personnel File. Repeated poor performance ratings will be addressed by the Personnel Committee as described in the Policies and Procedures of IRC.

### **Media and Marketing Coordinator**

The Media and Marketing Coordinator's position is a half-time position with potential for additional hours as needed.

### **Job Description**

To develop, organize, and coordinate social media and technology for the Illinois Reading Council. Perform duties assigned by the Executive Director and fulfill directives from the Executive Committee related to the development, organization, and coordination of Illinois Reading Council's strategic goals and objectives to meet the financial targets and consumer satisfaction requirements in accordance with established policies and procedures.

### **The Media and Marketing Coordinator shall:**

1. Under the direction of the Executive Director, collaborate with appropriate committee chairs and staff to maintain IRC's websites, social media interactions and databases including, but not limited to the following:
  - a. Develop and maintain the IRC website.
  - b. Coordinate with Councils and Committees to update their IRC webpages.
  - c. In conjunction with appropriate Committee chairs, develop and maintain platforms to support IRC programs, such as Illinois Reads, Book Clubs, and International Projects
  - d. Manage IRC social media and ensure that IRC has a consistent daily presence on multiple platforms.
  - e. Coordinate with videographers, photographers and historians for posting on social media
  - f. Manage the database, file system, calendar, library and other resources.



- g. Measure the impact of social media. Report findings to the Executive Committee and Board of Directors for each of their meetings and attend meetings as requested.
2. Develop and implement a marketing and public relations initiative to promote IRC
  - a. Under the direction of the Executive Director and Executive Committee, collaborate with the Director of Membership to design and implement promotions, marketing, advertising and public relations programs designed to attract new and retain current members.
  - b. Coordinate with councils and committees to develop or revise publicity materials, information packets and other materials that reflect current IRC programs and services.
  - c. Support the implementation of strategic planning goals related to marketing and media.
  - d. Measure the effectiveness of marketing and media initiatives. Report findings to the Executive Committee and attend meetings of the Executive Committee and Board of Directors as requested.
3. Develop, organize, and coordinate online projects for the Illinois Reading Council.
  - a. In conjunction with appropriate Committee chairs, develop and maintain platforms to support IRC programs, such as *Illinois Reads*, Book Clubs, and International Projects. Design and develop plans and timelines for projects. Communicate regularly with committee chairs to ensure needs are being met. Monitor online projects and modify as necessary.
  - b. Develop online projects that are effective, well-structured, and easily maintained.
  - c. Measure impact of web-based initiatives. Report findings to the Executive Committee and Board of Directors for each of their meetings and attend meetings as requested.
4. Support the distribution of IRC Publications
  - a. Coordinate the online distribution of and access to IRC publications in collaboration with the Executive Director, editors and appropriate committees.
5. Support office operations as needed
  - a. Assist with data entry for Membership and Conference registration.
  - b. Transfer historical documents to electronic form more easily accessed for information.
6. Provide professional service to members, councils and committees, as well as the public.
  - a. Welcome and greet members in a courteous and friendly manner.
  - b. Answer incoming telephone calls in a professional manner; take messages, and direct calls as appropriate.
  - c. Receive, sort and respond to incoming correspondence (mail and email).
  - d. Assist members and the public in requests for any information related to Illinois Reading Council.
  - e. Coordinate with Executive Director to notify Board of Directors for meetings and local council event reminders.
7. Perform other duties as assigned by the Executive Director.

### **Evaluation**

The performance of the Media and Marketing Coordinator is evaluated annually by the Executive Director in conjunction with the Personnel and Committee. The results of the evaluation are maintained in the Personnel File. Repeated poor performance ratings will be addressed by the Personnel Committee as described in the Policies and Procedures of IRC.

### **Accountant**

In addition to the IRC Office Staff, an accountant may be employed by the Executive Committee with the approval of the Board of Directors to assist with the financial operations of the Council.