

# Consider Becoming an Illinois Reading Council Officer!

In 2021-2022, the following Offices will become available:

## Vice President & Treasurer

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

If you are interested in either of these positions, or if you have someone else in mind whom you would like to nominate, please complete the application and return it, by March 1, 2020, to the Nominations Chair:

Priscilla Dwyer  
769 Woodstock Lane  
Bourbonnais, IL 60914  
Phone: 815-295-3996  
Email: [pdwyer769@gmail.com](mailto:pdwyer769@gmail.com)

### **Timeline:**

March 1, 2020	Nominations due to the Nominating Committee Chair
July 8, 2020	Committee Chair will present the slate of officers at the Board Meeting. Candidates will be invited to introduce selves at the Board Meeting.
August 1, 2020	Ballots will be emailed to voting members.
September 1, 2020	Voting ends and ballots must be returned to the IRC Office.
October 4, 2020	Results of the election will be announced at the Annual Meeting.

Nomination Form  
Candidates for Illinois Reading Council Offices

Nomination for the office of \_\_\_\_\_

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

\_\_\_\_\_ Date: \_\_\_\_\_

Name of person submitting this form.

\_\_\_\_\_ Date: \_\_\_\_\_

I. PROFESSIONAL DATA:

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_

Home or Cell Phone \_\_\_\_\_ Business or Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

II. EDUCATIONAL BACKGROUND

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

IV. MEMBERSHIP IN EDUCATION ORGANIZATIONS:

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

1. Local

2. State

3. International

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

V. PROFESSIONAL AND COMMUNITY SERVICES:

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

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

# **VICE PRESIDENT**

## **QUALIFICATIONS:**

The candidate

1. Shall be a member of the International Literacy Association and the Illinois Reading Council.
2. Shall be familiar with and in agreement with the mission, goals, and vision of the International Literacy Association and Illinois Reading Council.
3. Shall have exhibited leadership qualities in an IRC local or special interest council.
4. Shall have been a member of the IRC Board of Directors or active in an IRC committee or program for a minimum of one year before being nominated.

## **JOB DESCRIPTION:**

The Vice President

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

# **TREASURER**

## **QUALIFICATIONS:**

The candidate

1. Shall be a member of the International Literacy Association and the Illinois Reading Council.
2. Shall be familiar with and in agreement with the mission, goals, and vision of the International Literacy Association and Illinois Reading Council.
3. Shall be familiar with standard and accepted procedures for maintaining accurate and complete financial organizational records.

## **JOB DESCRIPTION:**

The Treasurer

1. Shall attend all IRC Board of Directors meetings, Executive Committee meetings, and the Annual Membership Meeting.
2. Shall direct the Executive Director to deposit all monies in appropriate accounts.
3. Shall be responsible for reviewing accounts of all monies, bills, and payment authorizations of IRC.
4. Shall submit a written financial statement at each Board of Directors meeting.
5. Shall 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.
6. Shall 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.
7. Shall present an annual financial report to the Board of Directors at the end of each fiscal year.
8. Shall serve as a member of the Budget, Finance, and Strategic Planning Committee and oversee the preparation of the budget.
9. Shall perform such duties as are assigned by the Executive Committee for the Board of Directors.
10. Shall maintain a record of attendance at all Board of Directors meetings.
11. Shall 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.
12. Shall oversee the reimbursement for travel, accommodations, and meals as approved in the submitted budget on behalf of IRC.
13. Shall serve on the IRC Hall of Fame Committee.
14. Shall serve on the IRC Service Award Committee.
15. At the end of his/her term of office, submit to successor all necessary information, recommendations, materials, and records. Make all similar.
16. Receive from predecessor all necessary information, recommendations, materials, and records.