

## PRESIDENT

The President shall preside at all meetings of the Association and of the Executive Board, may call special meetings, and shall appoint a Parliamentarian and committee chairmen with the exception of the Nominating Committee. The President shall serve a two-year term. (Article III, Section 2, Illinois Association of Educational Office Professionals Bylaws)

**July** Renew 401C status- a reminder will be received from the law firm that assists in renewal each year.

Attend NAEOP Conference.

IPA – New Administrators workshop – Springfield: by invitation of IPA.

**August** IPA – New Administrators workshop – Northern: by invitation of IPA.

IAEOP Executive Board meeting – 1<sup>st</sup> Saturday in August (confirm date and place w/Meeting Planner).

Affiliate with National AEOP – forms are available at [www.naeop.org](http://www.naeop.org).

Send reminder to board members of upcoming deadline dates for board reports and agenda items – Fall/October executive board meeting.

**September** Prepare Beacon FALL newsletter article.

**October** IAEOP Fall conference – 3<sup>rd</sup> weekend in October  
*Newsletter Award*

*IPA Professional Conference – 4-6 IAEOP volunteers may be requested to work registration Sunday-Monday of the conference.*

**December** Prepare Beacon WINTER newsletter article.

Send reminder to board members of upcoming deadline dates for room reservations, board reports and agenda items, meeting attendance and lunch confirmation – Winter executive board meeting (if meetings are reinstated).

**January** *Reminder to all Executive Board Members and Affiliate Presidents of February 1 deadline for Student Scholarship, Administrator of the Year, Office Professional of the Year awards.*

**February** *IAEOP Executive Board meeting – 1<sup>st</sup> Saturday in February (confirm date and place w/Meeting Planner). Note: February meetings were suspended for 2010 and 2011 as a trial.*

*Send reminder to board members of upcoming deadline dates for board reports and*

*Agenda items – Spring executive board meeting.*

**March/April** *Prepare Beacon SPRING newsletter article.*

*Attend Illinois Association of School Administrators luncheon – if invited.*

*Attend Central Area Professional Development Day.*

*Follow up with Committee chairpersons, submittal of awards to National (Student Scholarship, Administrator of the Year, Office Professional of the Year, Website).*

*Spring conference – 3<sup>rd</sup> weekend in April unless changed due to the Easter holiday- confirm dates with Meeting Planner – Installation of Officers, all Awards at Banquet.*

**May** Finalize all paperwork for the year.

Pass files and documents on to incoming President, if applicable.

**June** Send reminder to board members of upcoming deadline dates for room reservations, *board reports and agenda items, meeting attendance and lunch confirmation – summer/August executive board meeting.*

*Update of the Membership letter if needed for membership renewals.*

The President shall:

1. approve disbursement of funds as presented by the Treasurer.
2. serve as coordinator of the Regional Directors of the Executive Board and will conduct leadership meetings with the directors during state conferences.
3. be the official spokesman for the Association. (This sometimes entails handling of correspondence which technically is the duty of the correspondence chairman, but which the President may wish to handle.)
4. be the official representative of the Association when invited to attend various functions. If the President is unable to attend, she shall appoint the President-Elect, a director, or another member of the Executive Board who lives in the vicinity. It is important to acknowledge the invitation.
5. receive invitations from other professional organizations to attend their functions or meetings. Plan to attend if possible, but send regrets if unable to attend.
6. serve as ex-officio member of all committees, with the exception of the Nominating Committee, shall be given advance notice of all committee meetings, and shall receive a written report of each committee meeting.
7. coordinate with the Meeting Planner as to whom will be writing a personal welcome note that will be placed in new member packets.
8. appoint an elected board member for a second signature for the treasurer as a new treasurer is elected.
9. forward all official records to successor at end of term.

## **PRESIDENT'S RESPONSIBILITIES**

### **Central Area Professional Development Days**

- Attend CAPDD – if not able to attend ask President Elect, Immediate Past President, or Past President to attend and assume all duties of President
- Ask what members are attending, their time of departure and arrival, mode of transportation, and check to see if all arrived at the conference
- Attend Presidents Meeting during CAPDD
- Give update of Illinois association if asked to at meeting/luncheon during CAPDD
- Create and take raffle basket for our state for CAPDD
- Report back to IAEOP board and at business meeting regarding CAPDD

Reimbursement by association:

Conference registration (which normally includes meals for the conference), travel, hotel room

All other meals and expenses are paid by the person attending.

## **PRESIDENT'S RESPONSIBILITIES**

### **NAEOP Annual Conference**

- Attend NAEOP annual conference – if not able to attend ask President Elect, Immediate Past President, or Past President to attend and assume all duties of President
- May 1 is the postmark date for state affiliation to NAEOP
- May 15 is the deadline for Advisory Council forms for state delegate representation
- June 1 the advisory Council Delegate packets will be mailed
- Ask what members are attending, their time of departure and arrival, mode of transportation, and check to see if all arrived at the conference
- Read all conference information in detail in the NES magazine-Functions may change from year to year due to the state hosting the conference
- Registration for the conference: Early Bird registration is around May 15. Register by May 30 and be listed in the annual report. After June 15 bring the form with you to conference for onsite processing It is best to register before June 15, as meals and/or workshops may not be available
- Coordinate the state dress for Illinois members to be worn on State Day
- Create and take raffle baskets for our state for NAEOP Special Projects
- Purchase and take corsages for member/s receiving their PSP or any member/s who is/are being installed on the NAEOP or NAREOP board (I took 3 silk corsages to Seattle in my carryon bag, leaving the stick pins in my checked baggage.)
- Bring state and national flag for opening session – enough for all in attendance at conference – members and guests
- Bring enough state trading pins for all members attending
- Around May you should receive a letter from National asking for the following (which the President usually does at conference):
  - Carry the Illinois flag during opening session
  - Represent Illinois as the delegate to advisory Council
  - Report any member/s that may have passed away during the year so the member/s can be recognized during the Rose Ceremony
- At registration for the conference you will need to have the Blue Advisory Council Card to turn in at the time of registration
- Purchase President's pin during the time Special Projects is open from the NAEOP table (This is only done the year prior to the President-Elects installation. If purchased at NAEOP conference you would save mailing costs)
- Monday – Attend Flag Ceremony Practice
- Tuesday – If 1<sup>st</sup> time attending NAEOP conference, attend First Timer Orientation
- Tuesday – Attend First General Session/Flag Ceremony – arrive early to reserve seating for the Illinois members in attendance (possibly make paper with ILLINOIS on it and lay on the seats along with state and American flag for each member/guest attending). During state roll call give Illinois report – count of members, guests, honorary members. Mention home of NAEOP Past President Liz Sexson and NAREOP President Martha Carson and any other information
- Wednesday - If 1<sup>st</sup> time for attending Advisory Council, attend 1<sup>st</sup> Timer Advisory Council Delegate Meeting
- Wednesday – Attend as delegate for Illinois Advisory Council Meeting
- Wednesday – Attend Awards Luncheon
- Wednesday – PSP Banquet (see note)
- Thursday –Attend Central Area Breakfast – give Illinois Update at meeting
- Thursday – Attend Second General Session
- Thursday – Attend Third General Session
- Friday – Attend Council Breakfast Meeting
- Friday – Attend Fourth General Session
- Friday – Attend Fifth General Session
- Friday – NAEOP Installation Banquet (see note)
- NOTE: PSP and Installation Banquets – President and other members normally attend if Illinois members are receiving their PSP or being installed on the NAEOP board. Of course you may attend

- both banquets if you would like to attend – as some Illinois members do
- If time allows during the week, plan a night for Illinois members to have dinner or time to visit with each other
- Report back to IAEOP board and at business meeting regarding NAEOP conference

Reimbursement by association:

Conference registration, conference meals, travel, hotel room

Institute and Briefings are paid for by the member and are not reimbursed

All other meals and expenses are paid by the person attending

## **PRESIDENT-ELECT**

It shall be the duty of the President-Elect of the Illinois Association of Educational Office Professionals to perform the duties of the President in the absence of that officer and shall perform any other such duties as the President may request. "The President-Elect shall succeed to the office of the President at the conclusion of the President's term of office or in the incapacity of the President." (Article III, Section 3, IAEOP Bylaws)

The President-Elect shall:

1. attend all Executive Board meetings and business meetings of this Association.
2. serve, at the request of the President, as an official representative for the Illinois Association of Educational Office Professionals.
3. act as Affiliations Chairman if the President requests.
4. perform any other duties as requested by the President.
5. forward all official records to successor at end of term or to the president by June 30.

## SECRETARY

"The Secretary shall accurately record the proceedings of all Association meetings and meetings of the Executive Board in the minute book provided by the Association and shall send to the President a copy of the minutes of each meeting within 30 days following a meeting." (Article III, Section 6, IAEOP Bylaws)

The Secretary shall:

1. record all resolutions and proceedings of meetings, whether of the Association or the Executive Board, in a proper minute book.
2. prepare and/or make sure motion cards are prepared in advance for items requiring action by the board.
3. keep a register (list of paid members to be provided by the Membership Chairman) of the members of the Association.
4. file copies of all committee reports for reference.
5. attend all Executive Board meetings and business meeting, and record minutes. A draft of the minutes is to be reviewed by the President and someone with proofreading capability prior to printing. Send copy of minutes to all members of the Executive Board and conference task force in the board packet prior to the next board meeting.
6. compile the IAEOP Executive Board directory and calling tree. These are to be distributed at the first board meeting in August.
7. forward all official records to successor at end of term or to the president by June 30.

## TREASURER

“The Treasurer shall deposit all funds as directed by the Executive Board, shall only disburse funds as approved by the President, shall receive all dues from the Membership Chairman, and shall provide a financial report at each regular meeting of the Association and of the Executive Board. The Treasurer’s accounts shall be open to the Audit Committee at the close of each fiscal year and as may otherwise be requested by the Executive Board. The Treasurer shall be elected in odd-numbered years, shall serve a two-year term and shall serve no more than two consecutive terms.” (Article III, Section 7, IAEOP Bylaws)

The Treasurer shall:

1. maintain a categorical accounting of all receipts and expenditures.
2. submit a financial report of beginning balance, receipts, disbursements, and ending balance to the Executive Board meetings and business meetings.
3. provide the Secretary with a typed report for the minute book.
4. receive from the Affiliations Chairman all dues from IAEOP affiliates; shall deposit monies.
5. receive from the Membership Chairman all individual IAEOP members’ dues; shall deposit monies.
6. receive from any other sources, all monies due to IAEOP, shall deposit same.
7. disburse monies as needed; as approved by Board action or the President.
8. send check for state affiliation dues to the NAEOP office, Wichita, Kansas. (IAEOP Treasurer shall receive NAEOP affiliate membership form from the IAEOP President.)
9. attend all Executive Board meetings and all business meetings of the Association and submit appropriate reports for each meeting.
10. serve as a resource person to the Budget Committee and may serve as a committee member.
11. have appointed by the President an elected Board Member for a second signature. This will take place as each new treasurer is elected.
12. forward all official records to successor at end of term or to the president by June 30.

### **IMMEDIATE PAST PRESIDENT**

"The Immediate past president shall serve as a member of the Executive Board of Directors and shall be chairman of the Nominating Committee. (Article III, Section 8, IAEOP Bylaws)

The Immediate Past President shall:

1. serve as a member of the Executive Board of the Illinois Association of Educational Office Professionals.
2. serve as chairman of the Nominations and Elections Committee.
3. assume such other responsibilities as assigned by the President.
4. forward all official records to successor at end of term or to the president by June 30.

All Past Presidents shall continue to represent IAEOP as an ambassador. They shall:

1. serve as a resource for the association, committees, affiliates, etc.
2. act as possible greeters at conferences if requested.
3. visit school districts and other entities to represent the association if requested.

## REGIONAL DIRECTORS

"Six (6) Regional Directors shall be elected two each representing one of the three (3) geographic areas as defined in the Standing Rules of the Association." (Article III, Section 4, IAEOP Bylaws) Two of these persons shall be from the northern geographic area, two from the central geographic area (the general area between an imaginary east-west line from Galesburg to Kankakee **and** an imaginary east-west line from Springfield to Charleston), and two from the southern area.

Three (3) Regional Directors, one (1) from the northern geographic area, one (1) from the central geographic area, and one (1) from the southern geographic area, shall be elected in odd-numbered years. Three (3) Regional Directors, one (1) from the northern geographic area, one (1) from the central geographic area, and one (1) from the southern geographic area, shall be elected in even-numbered years. Each Regional Director shall serve a two-year term. Regional Directors shall serve no more than two (2) consecutive terms.

Each Regional Director shall:

1. attend all Executive Board meetings and business meetings of the Association and submit required reports at each meeting.
2. establish a line of communication with the affiliated associations in the director's geographic area.
3. be available to the affiliated associations for installations, in-service workshops, attendance at special events, and for visitations.\*
4. participate in training sessions to assist in making presentations and giving workshops.
5. promote membership.
6. chair one of the standing committees as assigned by the President.
7. perform any other tasks that might be assigned by the President.
8. forward all official records to successor at end of term or to the President by June 30.

\*The Regional Director shall request the local organization to cover expenses as much as possible. The Regional Director shall submit an expense statement to IAEOP for any reimbursable expenses for workshops, presentations, visitations, etc., that are not covered by the local organization. Reimbursable expenses are defined as:

- transportation (mileage or air fare)
- lodging
- meals
- cost of materials related to presentation.

## **AFFILIATIONS CHAIRMAN**

The Affiliations Chairman shall:

1. attend all Executive Board meetings and business meetings of IAEOP, and submit a progress report for each meeting.
2. take an active role in encouraging local educational office professional associations to affiliate with IAEOP.
3. take an active role in encouraging local educational office professional associations to affiliate with NAEOP.
4. collect affiliation dues and remit to the Treasurer.
5. provide Certificates of Affiliation for affiliate members.
6. provide, at each Executive Board meeting and business meeting, a current list of affiliates, names and addresses of affiliate presidents, and names of former affiliates who have not renewed.
7. serve as chairman of the Affiliate Presidents Council.
8. forward all official records to successor at end of term or to the president by June 30.

## AUDIT COMMITTEE

“The Audit Committee shall audit the financial reports of the Treasurer at the close of each fiscal year and at any time as they may be requested by the Executive Board.” (Article VI, Section 3, B., IAEOP Standing Rules)

The Audit Committee shall consist of three members to be appointed by the President.

The Audit Committee shall:

1. contact the Treasurer and establish a mutually agreed upon time and location for the committee to audit the financial records.
2. follow suggested audit procedures:
  - a. obtain bank statement
  - b. reconcile bank statement with Treasurer's balance (Bank statement less outstanding checks should equal account balance.)
  - c. check paid bills for proper authorization of payment (Authority obtained from minutes and/or from proper officer's signatures of approval.)
  - d. check each invoice to see that all calculations are accurate
  - e. check posting of each invoice or bill
  - f. balance on hand as of last audit plus receipts to day of present audit, less the total of expenditures for the audit period equals the net balance
3. prepare an official report of the audit to be presented to the Executive Board in August and at the fall conference business meeting. All Audit Committee members shall sign the official report.

The Audit Committee Chairman:

1. may attend all Executive Board meetings.
2. shall attend the Executive Board meeting in August, the Executive Board meeting of the fall conference, and the business meeting of the fall conference. Chairman shall submit reports for each meeting.
3. shall forward all official records to successor at end of term or to the president by June 30.

### **AWARDS COMMITTEE CHAIRMAN**

The National Association of Educational Office Professionals (NAEOP) sends all program materials to the IAEOP President. The President, in turn, sends these materials to the designated IAEOP chairman. Immediately upon receipt of these materials from the IAEOP President, the Awards Committee Chairman shall seek nominees for the Educational Office Professional of the Year and the Educational Administrator of the Year in accordance with guidelines and time established by NAEOP. The Award Committee Chairman shall:

1. prepare guidelines and forms to correspond with the NAEOP guidelines so that the Illinois winner's name(s) may be submitted to the NAEOP Office Professional of the Year Committee for consideration in national competition.
2. mail packets of materials to all IAEOP affiliate presidents.
3. send materials to IAEOP members upon request.
4. select three judges to evaluate the applications. Notify the nominees, in writing, of the winner, and invite the winner to the spring conference to receive recognition. (See *Conference Guidelines* for specific information.)
5. submit the winning applications to NAEOP, Post Office Box 12619, Wichita, Kansas 67277-2619, addressed to the appropriate committee as follows:
  - a. Office Professional of the Year Committee, or
  - b. Educational Administrator of the Year Committee.
6. attend all Executive Board meetings and business meetings of IAEOP, and submit a progress report at each meeting.
7. perform any other tasks as assigned by the President.
8. forward all official records to successor at end of term or to the president by June 30.

## **BOARD OF COMMITTEES COORDINATOR**

The Board of Committees Coordinator shall:

1. act as liaison and communicator between committees to keep each group informed as to the goals and activities in progress.
2. work with committees to constructively channel the overlapping of goals and activities.
3. coordinate and assign new committee members. Preferences will be honored and assignments made accordingly. (Alternative suggestions are to be made if one committee has an abundance of members while another may be lacking in support.)
4. act as a resource person to all committees.
5. follow up with each committee chairman as to action items that will be presented to the Board and/or general assembly for consideration. Prepare and/or make sure motion cards are prepared in advance for items requiring action by the Board.
6. notify the President of all such actions which are to occur under Item 5.
7. facilitate all Board of Committees meetings and Member Forum meetings.
8. obtain minutes from each Member Forum committee meeting and channel goals and activities as required.
9. attend all Executive Board meetings and business meetings of IAEOP, and submit a progress report at each meeting.
10. forward all official records to successor at end of term or to the president by June 30.

## BUDGET

“The Treasurer shall prepare a statement of estimated receipts and expenditures, hereinafter referred to as a budget, each year for the ensuing fiscal year. Each annual budget shall be presented to the membership for adoption at the spring conference business meeting.” (Article VI, Section 3, E, IAEOP Standing Rules)

The Treasurer shall:

1. request from the President, the Executive Board, and committee chairmen all anticipated receipts and expenditures by January 1.
2. use the previous year's financial records as guidelines. Current year's membership may be used for estimating next year's membership figures. Do not inflate.
3. present a tentative budget to the Executive Board at the January meeting for approval.
4. present budget in final form to the Executive Board for approval at the spring conference.
5. present the Board-approved budget to the membership for adoption at the spring conference business meeting.
6. shall submit reports as required.
7. shall forward all official records to successor at end of term or to the president by June 30.

***NOTE: President's costs for NAEOP conferences will vary depending on the location. Show expected cash balance as cash reserve or as an emergency reserve for the Association or have a special project and make it large enough to absorb the balance.***

## **BYLAWS COMMITTEE**

“The Bylaws Committee shall review the Bylaws and Standing Rules annually, shall solicit and receive suggestions for amendments, and shall make recommendations to the Executive Board.” (Article VI, Section 3, F, IAEOP Standing Rules)

The Bylaws Committee Chairman shall:

1. attend all Executive Board meetings and business meetings, and submit reports at each of these meetings.
2. review the bylaws and standing rules annually, solicit suggestions and comments for amendments, and make recommendations to the Executive Board.
3. appoint a committee for assistance and input when changes are required or recommended.
4. oversee the revising and reprinting of the Bylaws booklet.
5. forward all official records to successor at end of term or to the president by June 30.

## CENTRAL AREA PROFESSIONAL DEVELOPMENT COORDINATOR

"The Central Area Professional Development Coordinator shall be a liaison between the Association and the five neighboring state associations that make up the six-state Central Area (Kansas, Illinois, Missouri, Indiana, Nebraska, and Iowa) to work on common goals and activities." (Article VI, Section 3, G, IAEOP Standing Rules)

The Coordinator shall:

1. serve as chairman of one of the seminar committees:
  - a. host association
  - b. program presenter(s)
  - c. Friday night social
  - d. door prizes, awards, and fund raising
  - e. publicity and brochure
  - f. registration
2. appoint a committee for assistance and input, if desired.
3. follow the guidelines for specific committee assignments as set forth in the CAPDD Handbook.
4. keep Central Area Director informed of the committee's progress.
5. keep IAEOP President informed of the committee's progress.
6. act as a liaison between Central Area Director and the IAEOP Executive Board.
7. attend all IAEOP Executive Board meetings and business meetings, and submit reports at each of the meetings.
8. forward all official records to successor at end of term or to the president by June 30.

## COMMUNITY SERVICE/FELLOWSHIP COMMITTEE

The Community Service/Fellowship Committee Chairman shall:

1. attend all Executive Board meetings and business meetings of IAEOP, and shall submit a progress report for each meeting.

### *Community Service*

2. establish a committee.
3. with input from the Executive Board, select a community service project and take necessary steps to see the project through to completion.
4. select a project (referred to in item #3 above) that would broaden awareness of IAEOP.
5. invite all IAEOP members to become involved in the project.
6. provide recognition of members and affiliated associations for their support of the project.
7. forward all official records to successor at end of term or to the president by June 30.

### *Fellowship*

8. invite members to provide inspirations for all Board and general business meetings.
  9. send greeting cards as notified to members as follows:
    - a. in the event of the member's illness or illness of family member of the member
    - b. in the event of the death of an immediate family member of the member.
  10. send a contribution to the family's favorite charity or to the NAEOP Educational Foundation, Inc., in memory of the deceased member. (Amount of contribution to be determined by the Executive Board and included in the annual budget.)
  11. be responsible for the White Rose Ceremony held at the spring conference
    - a. in the event of the death of a member
    - b. in the event of the death of an immediate family member\* of the member
  12. forward all official records to successor at end of term or to the president by June 30.
- "Immediate family" is defined as spouse, child, son-in-law/daughter-in-law, parent, parent-in-law, grandchild.

### **CORRESPONDENCE CHAIRMAN**

"The Correspondence Chairman shall receive and respond to correspondence as directed by the president or the Executive Board. If there is no correspondence chairman, the secretary will assume these duties."  
(Article IV, Section 3, I, IAEOP Standing Rules)

The Correspondence Chairman shall:

1. attend all Executive Board meetings and business meetings, and submit a written report at each of these meetings.
2. receive and respond to correspondence as directed by the President or the Executive Board.
3. process the correspondence resulting from action taken at the Executive Board meetings and business meetings.
4. forward all official records to successor at end of term or to the president by June 30.

## **HANDBOOK CHAIRMAN**

The Handbook Chairman shall:

1. attend all Executive Board meetings and business meetings, and submit reports at each of these meetings.
2. review the Bylaws and Standing Rules annually to assure that the Handbook for Officers and Committee Chairmen accurately reflects the responsibilities of the offices and standing committees.
3. oversee revising and reprinting of the Handbook to be distributed to the Executive Board and available to members at the conference immediately following the revisions and at other appropriate times to encourage interest in leadership.
4. forward all official records to successor at end of term or to the president by June 30.

## HIGHER EDUCATION COORDINATOR/COMMITTEE

The Higher Education Coordinator/Committee shall:

1. attend all Executive Board meetings and business meetings, and submit progress reports at each of these meetings.
2. appoint a committee for assistance and input, if desired.
3. contact all higher education offices in Illinois requesting names and addresses of office employees. (colleges, community colleges, 4 year institutions, and special colleges)
4. send a questionnaire to these employees relative to programs and workshops desired, topics of interest, and areas of concern.
5. encourage attendance and participation at IAEOP state conferences. Intensify contacts in the geographic areas of the conferences.
6. be available to conduct networking sessions at state conferences or suggest names of other potential presenters.
7. conduct a follow-up survey to those in attendance after conferences.
8. coordinate efforts with Membership, Publicity, local affiliates, and Educational Service Regions and Centers, so efforts are not duplicated.
9. forward all official records to success at end of term or to the President by June 30.

## HISTORIAN

The Historian shall:

1. work closely with IAEOP official photographer, newsletter editor, public relations chairman, and retired professionals chairman.
2. attend all Executive Board meetings and business meetings, and submit progress reports at each of these meetings.

### *Historian's Photo Albums*

3. maintain and update existing photograph albums.
4. take pictures at all gatherings or assign picture-taking to IAEOP official photographer; solicit pictures from local associations
5. arrange in chronological order all news clippings, pictures, conference programs, etc., in the historian albums.
6. have complete captions (names, locations, dates, etc.) on all photographs.
7. bring the historian albums to each conference and display them where they can be reviewed by the members
8. attend the August and January Executive Board meetings if desired, or if there is business that must be brought before the Board
9. review the Historian responsibilities on an annual basis; revise as needed
10. continue to do research on the association's history. Gather photographs, documentation, correspondence, etc.

### *History Book*

11. plan for a sequel to the original History Book, "Reflections."
12. forward all official records and original Handbook guidelines to successor at end of term or to the president by June 30.

## **LEGISLATION/LAWS COMMITTEE**

The Legislation/Laws Committee Chairman shall:

1. attend all meetings of the Executive Board and business meetings, and submit reports at each of the meetings.
2. obtain information regarding the status of Senate bills and House bills that pertain to educational office professionals.
3. secure information from agencies and groups that lobby for educational benefits.
4. inform members of IAEOP of such legislation by way of reports to the Executive Board, communications to the affiliate presidents, and articles in the IAEOP newsletter.
5. forward all official records to successor at end of term or to the president by June 30.

## MEETING PLANNER/S

The Meeting Planners shall:

1. attend all Executive Board meetings and business meetings, and submit a written report at each of these meetings.
2. secure locations/facilities for future IAEOP conferences as far in advance as possible.
3. coordinate conferences with the approval of the President, and
  - a. confirm dates and places of future conferences as soon as possible, making certain they do not conflict with NAEOP, CAPDD, IPA, and IASBO meetings, holidays, and vacation periods within the state.
  - b. meet with the President and Conference Task Force to discuss items/needs to be negotiated with facility.
  - c. negotiate contract with hotel or facility where conference will be held. President will be invited to accompany Meeting Planner for negotiating contract. Meeting Planner will sign all conference contract(s):
    - 1) hotel or property where conference will be held
    - 2) other contracts as may be required.
4. review, revise and update conference guidelines.
5. follow procedures set forth in the *IAEOP Conference Guidelines*. Exceptions to the suggested guidelines are to be approved by the Executive Board.
6. be willing to attend and facilitate meetings and help the committees.
7. instruct Conference Program Coordinator to provide time in programs for the Professional Standards Program workshop.
8. instruct Conference Program Coordinator to provide time in programs for networking sessions for office personnel in any or all of the following areas: elementary, secondary, higher education, educational service and regional centers, special education, administration, and future conferences. Affiliate Presidents Council should be scheduled to meet earlier than the Retirees networking sessions.
9. coordinate with registrar to have someone at registration table solely committed to welcoming new members, guests and presenters; inform them of the happenings for that first day, evening, weekend; and in general just to be free to address any questions or concerns they may have. (Possibly use retirees for this purpose.)
10. develop a menu for all meals at the Board Meetings and conferences with the approval of the President.
11. coordinate with registrar to have the person or persons assigned to welcoming duty at the registration table informed as to who the presenters are and where they are to report. Frequently presenters arrive prior to the program chairman being available to greet them. They like to view where they will be presenting and whether everything is in place.
12. provide information for all people working at the registration table so they are familiar with the layout of the hotel and they can assist those in need.
13. coordinate with conference task force and President where the responsibility lies for the writing of personal welcome notes that will be placed in new member packets. This may be the duty of the President or possibly become a function for the task force coordinator. Retirees can also assist with this task.

14. coordinate colors of ribbons for attendees--use red ribbons for new members, yellow and green ribbons for first timers and guests. Ribbons are to be passed forward from registrar. Refer to Conference Coordinator's file for clarification as to who is to purchase the ribbons.
15. contact conference task force at least one week before the Executive Board meetings to be sure they have the necessary reports ready.
16. provide an orientation packet to be made available for each conference.
17. provide a membership service center (table) along with a technology service center someplace near Special Projects table so that prospective new members and/or members can ask questions and receive answers. (Coordinate with Hospitality chairman, Special Projects chairman, and Technology chairman.)
18. assign officers and board members to tables for meal functions so that new members have the opportunity to meet and converse with them.
19. be responsible for a New Member Orientation at each conference.
20. coordinate with conference chairman to assign mentor to each new member.
21. keep Executive Board and membership informed as to the dates and locations of future conferences.
22. perform any other tasks as assigned by the Executive Board or President.
23. forward all official records to successor at end of term or the president by June 30.

Ongoing Future Considerations:

1. discuss whether there should be an increase in the registration fee.
2. discuss how fellowship can be increased; consider assigned seating at luncheon.

## **MEMBER EDUCATIONAL REIMBURSEMENT PROGRAM CHAIRMAN**

The Member Educational Reimbursement Program shall provide for reimbursement to IAEOP members who successfully complete job-related coursework. The amount of reimbursement for tuition and other related costs will be determined by the Executive Board.

The Member Educational Reimbursement Program Chairman shall:

1. attend all Executive Board meetings and business meetings of IAEOP, and submit a progress report for each meeting.
2. send copy of application to Technology Chairman for inclusion on the IAEOP website.
3. mail (or e-mail) MERP materials to all IAEOP affiliate presidents and to any other members interested in this program.
4. encourage members, during the general meeting at the IAEOP fall conference, to participate in this program; have a sufficient number of informational packets available for distribution to everyone in attendance.
5. receive all applications and examine them for eligibility using the established guidelines for this program.
6. conduct a lottery-type drawing of winners' names within one week of deadline with an independent committee.
7. inform the winners, invite them to the awards presentation at the spring conference, and explain to them how reimbursement will be disbursed.
8. provide information about the winners to the public relations chairman for publication in the local media and the IAEOP newsletter.
9. request award checks from the IAEOP Treasurer.
10. present awards at the IAEOP spring conference.
11. continue to update the guidelines.
12. forward all official records to successor at end of term or to the president by June 30.

## MEMBERSHIP COMMITTEE

The Membership Committee Chairman shall:

1. establish a membership committee.
2. attend all Executive Board meetings and business meetings of IAEOP, and submit a progress report for each meeting.
3. receive applications for membership.
4. maintain a current membership roster and distribute an updated list of paid members, life members, associate members, and honorary members at the January Executive Board meeting.
5. collect dues—*dues collected at the spring conference will be applied to the next fiscal year unless requested otherwise.*
6. issue membership cards and/or receipts for dues received; forward funds to Treasurer.
7. send membership renewal forms, issue reminders of unpaid dues, and issue reminders of nonpayment of life membership installments.
8. at conferences, provide information about the Association to potential members. Meeting planner shall coordinate the provision of the welcome letter for the conference packet with the president and/or her committee.
9. arrange for mentors to be assigned to new members by working with Meeting Planner in this regard.
10. coordinate efforts for orientation packets to be distributed to every new member.
11. certify the eligibility of members to vote.
12. publish membership application form in the first issue of the IAEOP newsletter.
13. after conference, send letters to prospective members encouraging them to join. Names to be obtained from conference registration chairman.
14. coordinate activities of the Service Center that is going to be facilitated in conjunction with other committees. The Education Service Center is being developed as a means to serve the members in various areas of need. There are no current guidelines.
15. print labels for the following mailings: IAEOP newsletter, IASBO Conference, Central Area Professional Development Day, and elections.
16. maintain Member Professional Growth Incentive documents. Make changes in the documents as needed and post these changes to the website. Include information in each newsletter to make membership aware of the award and include the documents in the spring and fall registration packets
17. forward all official records to successor at end of term or to the president by June 30.

## **NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS LIAISON**

The NAEOP Liaison shall:

1. attend all Executive Board meetings of IAEOP, and shall submit a progress report for each meeting.
2. inform Executive Board and the membership of dates, locations, and types of meetings being held or sponsored by NAEOP.

### ***Membership***

3. maintain record of all IAEOP members who are NAEOP members and dates of membership.
4. contact the NAEOP membership chairman prior to each IAEOP Board meeting for the latest number of NAEOP members from IAEOP.
5. send notices to IAEOP members who have not renewed their NAEOP membership.
6. notify the national office of those who have retired or who are no longer employed in educational office work so they can change the individual's membership to an appropriate classification.
7. Notify National Office of those who are deceased to remove from membership record.
8. maintain record of all 3-D members.
9. communicate with NAEOP membership chairman for ideas for recruiting and retaining members.

### ***Public Relations***

10. prepare, and have available, promotional packets including information about *National Educational Secretary*, Professional Standards Program, etc.
11. send articles to IAEOP newsletter encouraging attendance at NAEOP conferences.
12. display promotional materials at spring and fall conferences.
13. work with IAEOP public relations chairman on NAEOP publicity—set up a line of communication with all local association public relations chairmen. Send them the publicity. They will send it to the appropriate newspapers.
14. publicize members' NAEOP accomplishments in the appropriate local newspapers.
15. inform supervisors of person's accomplishments in NAEOP.
16. notify NAEOP public relations chairman of all IAEOP members' accomplishments.
17. be available as a speaker if a local association extends an invitation to present the advantages of NAEOP.
18. offer assistance to IAEOP members who may need help in arranging transportation, securing a roommate, etc., for NAEOP conferences and institutes. (This can be done through personal contact, the newsletter, announcements at meetings, etc.)
19. work with other IAEOP chairmen of NAEOP-related committees to avoid duplication of efforts.
20. forward all official records to successor at end of term or to the president by June 30.

## **NEWSLETTER EDITOR/PUBLICATIONS CONTEST COORDINATOR**

The purpose of the IAEOP newsletter is to keep the membership informed of all actions taken by the Executive Board; to publish information regarding the activities of each IAEOP office and committee; to keep the membership apprised of all IAEOP and NAEOP activities and projects; to publish articles of interest and helpful hints regarding the profession; to communicate items of interest concerning local affiliates and individuals; and to publish miscellaneous items of general interest to the membership. The IAEOP newsletter represents the Association and shall be professional in appearance and content.

The Newsletter Editor shall:

1. be responsible for publishing a newsletter three times each fiscal year reasonably soon after each meeting of the Executive Board.
2. establish and publicize a deadline and publication dates for each issue of the newsletter.
3. obtain competitive pricing for printing the newsletter.
4. be responsible for mailing the newsletters to all member--active, retired, and honorary--to educational offices and organizations such as NAEOP, IASA, IPA, IASBO, ROEs, ESCs, etc., and to other individuals and organizations as directed by the IAEOP President or Board. Newsletters will be sent only to those offices if a designated person is stated.
5. attend all IAEOP Executive Board meeting and business meetings, submit reports, and secure information for publication from officers and committee chairmen.
6. attend workshops, classes, and/or seminars on newsletter writing when possible.
7. submit to the Budget chairman, for inclusion in the annual budget, estimated costs for the publication and mailing of the newsletter.
8. exchange ads and information with other receptive professional magazines and newsletters.
9. forward all official records to successor at end of term or to the president by June 30.

The Newsletter shall include, but shall not be limited to, the items listed below in each issue.

- reports from the Association officers and standing committee chairmen
- information from and about NAEOP
- items from local affiliates
- news and information of general interest to Association members.

Publications Contest Coordinator shall:

1. conduct a publications competition each year in which all Illinois affiliated associations are invited to submit their publications for consideration.
2. present the winners with a Publication Award in the form of a certificate along with a token gift during the fall conference.
3. exchange newsletters with presidents from other states.

## NOMINATIONS AND ELECTIONS COMMITTEE

The IAEOP Nominations and Elections Committee shall consist of five members. The chairman shall be the IAEOP Immediate Past President. Two members shall be members of the Executive Board appointed by the President with the approval of the Executive Board. The remaining two members shall be nominated and elected by the general membership at the business meeting immediately preceding the election (fall conference business meeting). The Nominations and Elections Committee shall comply with rules and regulations as set forth in the Bylaws (Article VII, Section 6) and Standing Rules (Article VI, Section 3, T) of the Association.

The Nominations and Elections Committee shall:

1. nominate two candidates for each of the following offices:

Odd-numbered Years

President-Elect  
Treasurer  
One Director North  
One Director Central  
One Director South

Even-Numbered Years

Secretary  
One Director North  
One Director Central  
One Director South

When a slate of candidates has been obtained, the Nominations and Elections Committee chairman shall:

2. mail each candidate an Acceptance Form which is to be completed and signed by the candidate and returned to the Nominations and Elections Committee chairman. The Acceptance Form shall include space for the candidate to provide qualifications information.
3. prepare the official ballot which shows title of each vacancy, nominees, and provides a line or box at each for the vote.
4. prepare listing of qualifications of each candidate (information to be taken from Acceptance Form).
5. prepare unstamped envelopes or post cards (ballots) addressed to the Tellers Committee chairman.
6. mail ballots, qualifications of candidates, and unstamped envelope (if post card ballot is not used) by first class mail to each member of record a minimum of one (1) month prior to the close of the election. Mailing labels may be secured from the Membership chairman.
7. prepare a report reflecting the number of ballots mailed and the date of mailing. The Nominations and Elections Committee chairman shall send this report to the Tellers Committee chairman with a copy to the IAEOP president.
8. have the option to attend all Executive Board meetings, but shall attend the fall conference Executive Board meeting (when Nominations and Elections Committee members are appointed/-elected); the January Executive Board meeting (to report to the Board the slate of chosen candidates); and the spring conference Executive Board and business meetings to report on ballot mailing to the Executive Board and to the general membership.
9. forward all official records to successor at end of term or to the president by June 30.

**ILLINOIS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

CANDIDACY FOR OFFICE

ACCEPTANCE FORM

I am a member in good standing of the ILLINOIS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, and I accept the candidacy for the office of \_\_\_\_\_, I understand that the duties of this office are set forth in the Bylaws of this Association. (See attached copy of Bylaws, Article III, Sections 1 through 8.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

NAME (as you wish it to appear on the ballot) \_\_\_\_\_

NAME OF SCHOOL/EDUCATIONAL OFFICE \_\_\_\_\_

ADDRESS OF SCHOOL/EDUCATIONAL OFFICE  
\_\_\_\_\_

TELEPHONE (office) \_\_\_\_\_ (home) \_\_\_\_\_

(fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

POSITION \_\_\_\_\_

NUMBER OF YEARS IN EDUCATIONAL OFFICE WORK \_\_\_\_\_

NUMBER OF YEARS MEMBERSHIP IN IAEOP \_\_\_\_\_

NUMBER OF CONFERENCES ATTENDED \_\_\_\_\_

List below the offices you have held and/or the committees on which you have served for IAEOP. Give the number of years in each and list membership and activities in other professional organizations, both local and national. List any other qualifications you feel may be pertinent to your candidacy. This information will be used in the *QUALIFICATIONS OF THE CANDIDATES FOR OFFICE*. If, for any reason, it cannot be used as it is submitted, you will be contacted by the Nominating Committee chairman for your approval of the change(s). Use the reverse side of this form or an additional sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PARLIAMENTARIAN

The Parliamentarian shall:

1. serve as a resource to the President and the assembly at all Executive Board meetings and business meetings of the Illinois Association of Educational Office Professionals according to the rules contained in *Robert's Rules of Order Revised*. Said Rules of Order shall govern all Executive Board meetings and business meetings in cases where they are not consistent with the Bylaws of the Association.
2. forward all official records to successor at end of term or to the president by June 3.

## PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee was established to provide professional development opportunities to school districts and affiliated associations throughout the state by means of workshops, seminars, and other types of presentations. The Committee is charged with providing training to Executive Board members and any other members who are interested in becoming presenters.

The Professional Development Committee Chairman shall:

1. attend all Executive Board meetings and business meetings, and submit a progress report for each meeting.
2. select Professional Development Committee members from throughout Illinois to assist in promoting and presenting professional development workshops, and continuing to encourage teamwork at all times.
3. stress professional image at all times: in all we do, what is said, who we are, how we present ourselves, and how we represent the association.
4. provide leadership for the IAEOP professional development program:
  - a. conduct training sessions as needed for IAEOP members who are interested in presenting workshops.
  - b. provide resource material to assist members in presenting professional development workshops covering topics of general interest to the membership. Also, act as resource to Retired Professionals for possible programs.
  - c. develop a list of professional people who would be available to present workshops covering topics of general interest to the membership and work with leadership training groups.
  - d. prepare, and update as needed, a promotional brochure or booklet containing descriptions of workshops and presenters, and distribute to the following:
    - 1) affiliate presidents
    - 2) school district administrators
    - 3) professional organizations.
  - e. share association information at the time of workshop presentations.
  - f. instill message regarding career awareness through education and presentations.
  - g. coordinate the scheduling of IAEOP presenters; and serve as the IAEOP contact person to the organization seeking a presenter.
  - h. prepare a "Presenter's Agreement" between IAEOP and the organization seeking a presenter, with copies for the organization, the presenter, the professional development coordinator, and the IAEOP Treasurer.
  - i. provide a packet of materials for each presenter to include:
    - 1) "Certificate of Attendance" master (presenter will run the copies)
    - 2) evaluation sheet master (presenter will run the copies)
    - 3) name of contact person at the presentation site
    - 4) directions to the site
    - 5) tip sheet on the school district, organization, affiliate
    - 6) expense statement.
  - j. use color coded membership forms to be used at time of presentations. Coordinate with Membership chairman whether to work through Public Relations/Communications or Membership chairmen.
5. coordinate with Technology chairman possible technology seminars/workshops; possibility of school tours with technology centers.
6. coordinate with Newsletter Editor possible professional development training and support for affiliate and local newsletter chairmen for quality newsletters which represent professionalism, variety, proper

grammar, and, in general, good journalism techniques. Consider the possibility of securing a journalist to make the presentation.

7. perform additional tasks that may be assigned by the President.
8. forward all official records to successor at end of term or to the president by June 30.
9. certify the eligibility of members to vote.

*After the Presentation*

1. receive expense statement and evaluation summary from the presenter.
2. send the following to the contact person at the presentation site:
  - a. thank-you letter
  - b. copy of the evaluation summary
  - c. copy of the expense statement.
3. send copies of the three documents to the IAEOP Treasurer.

## **PROFESSIONAL STANDARDS PROGRAM COMMITTEE**

The Professional Standards Program (PSP) Committee shall:

1. promote the Professional Standards Certification Program for educational office professionals as established by the National Association of Educational Office Professionals.
2. encourage educational office professionals from throughout Illinois to grow professionally, thereby earning PSP certificates and, ultimately, the Certified Educational Office Employee designation (CEOE).
3. present a PSP workshop at all IAEOP conferences.
4. encourage local associations to include PSP workshops on their addendum and offer, as a committee member, to present a workshop.
5. send a PSP news item for all editions of the Newsletter to the Editor.

The Professional Standards Program (PSP) Committee Chairman shall:

1. contact educational executives, familiarize them with the program, seek their endorsements, and solicit their support and promotion of the Professional Standards Certification Program.
  - a. State Superintendent of Education
  - b. Illinois Association of School Administrators
  - c. Illinois Association of School Boards
  - d. Illinois Association of School Business Officials
  - e. Illinois Principals Association
  - f. District superintendents
  - g. Others
2. make copies of endorsements available to IAEOP members who may request them.
3. attend all Executive Board meetings and business meetings, and submit a progress report at each meeting.
4. work with other IAEOP chairmen of NAEOP-related committees to avoid duplication of efforts.
5. forward all official records to successor at end of term or to the president by June 30.

## **PUBLIC RELATIONS/COMMUNICATIONS COMMITTEE**

The Public Relations/Communications Committee shall:

1. inform the public through the local media of the achievements, accomplishments, and awards received by IAEOP members living in their circulation areas.
2. inform other professional associations of upcoming conferences and regional workshops. Ask them to publicize.
3. send letters to supervisors of IAEOP members informing them of their employees' achievements, accomplishments, and awards received.
4. provide the newsletter editor with news items concerning IAEOP members.
5. work closely with the newsletter editor and assist with mailings whenever possible.

The Public Relations/Communications Committee Chairman shall:

1. attend all Executive Board meetings and business meetings, and submit a progress report for each meeting.
2. create a Certificate of Appreciation/Recognition for principals and/or administrators who are instrumental in sponsoring their support personnel to join IAEOP.
3. coordinate efforts with Membership chairman/Professional Development chairman in regard to color coded membership forms and other related areas.
4. send the names and addresses of IAEOP officers to the Illinois State Board of Education (ISBE) Superintendent prior to August 15 each year.
5. notify the following organizations of all Association conferences:
  - a. National Association of Educational Office Professionals
  - b. Illinois State Board of Education
  - c. Illinois Association of School Boards
  - d. Illinois Association of School Administrators
  - e. Illinois Association of School Business Officials
  - f. Illinois Principals Association
6. invite the chairmen/executive directors of said organizations to specified events during Association conferences.
7. notify conference chairman (or co-chairmen) and meal function chairmen of all invited guests who will be attending the conference
8. inform the local medias as well as associations regarding upcoming conferences, and provide information to be included in the Association's newsletters, magazines, etc.
9. forward all official records to successor at end of term or to the president by June 30.
10. forward registration material for each IAEOP conference to IPA, IASBO, ISBE, IASB, IASA, IPA and NAEOP.
11. news release on conference in each conference registration packet for members to send to their local newspapers upon returning from a conference.

12. review and update state brochure as needed.
13. have state brochure printed as needed for IPA and IASBO conferences.
14. review and update membership form "Why IAEOP" (Membership Chair has form and updates return address as needed)
15. forward to IPA via their list serv the IAEOP president's letter, state contacts and brochure to forward to their office staff after the IPA conference. (This is being done versus printing and handing out hard copies at their conference)
16. assist President in IPA New Administrator's Academy with forwarding script to each presenter, supply brochure, evaluations and other handouts (upcoming conference dates, etc.) for handouts at each Academy location.
17. follow up with each new administrator after New Administrators Academy, a note of thank you via e-mail.
18. assist Directors with a listing of IPA regional directors and a sample letter for them to mail to the IPA regional directors as a follow up for our association and our availability to them.

## **REGIONAL OFFICES OF EDUCATION COORDINATOR**

The Regional Offices of Education Coordinator shall:

1. attend all Executive Board meetings and business meetings, and submit progress reports at each of these meetings.
2. appoint a committee for assistance and input, if desired.
3. correspond with all regional offices of education in Illinois to make their office employees aware of IAEOP activities.
4. encourage attendance and participation at IAEOP state conferences. Intensify contacts in the geographic areas of conferences.
5. be available to conduct networking sessions at state conferences, or suggest names of other potential presenters.
6. forward all official records to successor at end of term or to the president by June 30.

## **RETIRED PROFESSIONALS—IAEOP**

The Retired Professionals--IAEOP Committee Chairman shall:

1. attend all Executive Board meetings and business meetings of IAEOP, and shall submit a progress report for each meeting.
2. serve as liaison between the active members and those who are retired.
3. keep retired members informed of state and national conferences and encourage attendance at all the meetings.
4. promote continued friendships in IAEOP through communications, workshops, and activities at state conferences which are focused on the interests of the retirees.
5. remain aware and concerned about the retirees' welfare and well-being.
6. maintain an updated list of all retired members.
7. oversee that the publication of retiree news is sent to the Newsletter Chairman for inclusion in each newsletter in order to promote and encourage continued membership of retirees in IAEOP.
8. forward all official records to successor at end of term or to the president by June 30.

## **RETIRED PROFESSIONALS—NAEOP**

The Retired Professionals--NAEOP Chairman shall:

1. attend all Executive Board meetings and business meetings, and submit progress reports at each of these meetings.
2. inform the Executive Board and the membership of activities and programs sponsored by the National Association of Educational Office Professionals and the NAEOP Retired Professionals.
3. contact and solicit NAEOP Retired Professional memberships from IAEOP members who have recently retired.
4. maintain an updated list of all IAEOP retired members who are members of NAEOP and contact them when their current NAEOP memberships expire.
5. publicize NAEOP Retired Professionals' accomplishments and inform the IAEOP Executive Board and members of the current status of NAEOP Retired Professionals in regard to membership and other important details.
6. encourage attendance at NAEOP meetings, institutes, conferences, and seminars.
7. contribute articles to the NES Connector and to the BEAM for consideration.
8. forward all official records to successor at end of term or to the president by June 30.

## SPECIAL EDUCATION COORDINATOR

The Special Education Coordinator shall:

1. appoint a committee for assistance and input, if desired.
2. contact all special education cooperatives in Illinois requesting names and addresses of office employees.
3. send a questionnaire to these employees regarding programs and workshops desired, topics of interest, and areas of concern; conduct a follow-up survey.
4. encourage attendance and participation at IAEOP state conferences. Intensify contacts in the geographic areas of the conferences.
5. be available to conduct networking sessions at state conferences, or suggest names of potential presenters.
6. attend all Executive Board meetings and business meetings, and submit progress reports at each of these meetings.
7. forward all official records to successor at end of term or to the president by June 30.

## **SPECIAL PROJECTS COMMITTEE**

The Special Projects Committee shall:

1. assemble items for sale at conferences and at other times as designated by the Executive Board.
2. conduct drawings, such as Pot of Gold.

The Special Projects Committee Chairman shall:

1. appoint a Special Projects Committee.
2. obtain approval of the Executive Board to purchase items for resale and initiate projects.
3. remit all monies collected from special project activities to the IAEOP Treasurer.
4. attend all Executive Board meetings and business meetings, and submit a report at each of these meetings. The report should include:
  - a. inventory of items on hand
  - b. items being considered for resale
  - c. projects being planned
5. forward all official records to successor at end of term or to the president by June 30.

## **STUDENT SCHOLARSHIP COMMITTEE**

The Student Scholarship Committee shall:

1. be appointed by the Student Scholarship Committee Chairman.
2. prepare the application to meet the guidelines established by NAEOP for the Marion T. Wood Student Scholarship.
3. mail student scholarship application material to all IAEOP affiliate presidents and to any other interested members of the Association.
4. secure the services of three professional persons to judge the entries and select the recipient(s).
5. provide judges with an instrument for ranking entries.
6. tally the judges' rankings and determine a winner.

The Student Scholarship Committee Chairman shall:

7. notify the IAEOP President of the winners.
8. notify the winners. Invite the scholarship recipient, and two guests of the winner's choice, to attend the scholarship awards presentation at the state conference as guests of the Association. The recipient shall be presented with a certificate signifying the scholarship amount approved by the Executive Board.
9. send letters of appreciation to the unsuccessful candidates.
10. send letters of appreciation to judges and include the names and addresses of the winners.
11. submit the winning application to the NAEOP Marion T. Wood Student Scholarship Committee to be considered in national competition.
12. attend all Executive Board meetings and business meetings, and submit a report at each of these meetings.
13. forward all official records to successor at end of term or to the president by June 30.

## TECHNOLOGY COMMITTEE

The Technology Committee shall serve as a technology resource to the Executive Board and membership of the Association.

The Technology Committee shall:

1. provide informational technological packets for IAEOOP conference attendees. These packets are to be given to registration committee for distribution at the conference.
2. provide technological materials for a drawing, value not to exceed \$50.00, for eligible conference attendees.
3. provide equipment for conference attendees to work with hands-on technology, when necessary and feasible.
4. consist of members with an interest and skills in technology.
5. serve as a resource for information on technology in the work site.
6. research IAEOOP's technology needs.
7. research ways to bring technology to members.

The Technology Committee Chairman shall:

1. attend all Executive Board meetings and business meetings, and submit reports at each meeting.
2. forward all official records to successor at end of term or to the president by June 30.
3. keep membership informed of Home Page availability – also, update the web page with all of the current information.
4. provide upkeep of the association's website.

*Ongoing Future Considerations:*

1. hold regional lab workshops.
2. review and update periodically the glossary of terms used in word processing, data processing, Internet, intranet, software, and hardware.

## TELLERS COMMITTEE

It shall be the duty of the Tellers Committee to comply with the rules and regulations set forth in the Bylaws and Standing Rules of the Illinois Association of Educational Office Professionals and to follow *Robert's Rules of Order Revised* in performing its duties.

The Tellers Committee shall:

1. canvass elections of the Association.
2. certify the results of the election after the canvass is complete.
3. notify the President of the results of the election. In an election of officers, the President notifies the candidates of the results.
4. notify the Nominating Committee chairman of the results of the election.
5. present a written report signed by the Tellers Committee chairman to the IAEOP Executive Board at the spring conference that immediately follows the election.
5. report election results at the spring conference business meeting. Only names of winners are announced, not numbers of votes.
6. maintain records of the election per Article VI, Rules of Elections, of the Bylaws.

The Tellers Committee Chairman:

7. may attend all Executive Board meetings.
8. shall attend the spring conference Executive Board and business meetings when reports are required.
9. shall forward all official records to successor at end of term or to the president by June 30.

Note: The Nominating Committee shall have made provisions for voted ballots to be sent to the Tellers Committee Chairman.