

Call for 2018 Board Nominations Michigan Reading Association



Dear Michigan Reading Association Members,

You can help shape the future of Michigan Reading Association (MRA) through the nomination process. You are invited to submit names of qualified members (See nomination petition for qualifications), including yourself, to actively participate in the Michigan Reading Association Board of Directors. We are seeking enthusiastic nominations for the following positions:

- **Vice President** (Four Year Term: 2018-2022)
 - First Year (2018-2019) - Vice President
 - Second Year (2019-2020) - President Elect
 - Third Year (2020-2021) - President
 - Fourth Year (2021-2022) - Immediate Past President (non-voting)
- **Treasurer** (Three Year Term: 2018-2021)
- **Region 2 Representative** (Three Year Term: 2018-2021)
- **Region 4 Representative** (Three Year Term: 2017-2021)
- **Region 5 Representative** (Three Year Term: 2017-2021)
- **Region 9 Representative** (Three Year Term: 2017-2021)

To nominate, complete and return the nomination petition and consent form to:

Michigan Reading Association
Sean Kottke, Governance Committee Chair
administrative@michiganreading.org
668 Three Mile Road NW
Grand Rapids, MI 49544-8219
Telephone: (616) 647-9310 * Fax (616) 647-9378

Official MRA Nomination Petition – 2018

I hereby nominate: (please print or type)

Name of Nominee

Home Address

City

State

Zip Code

Home or Cell Telephone

Work Telephone

Email Address

For the Office of: _____ (indicate one)

Submitted by: _____ MRA Membership#: _____

Telephone: _____ Email Address: _____

Nominee Consent

I hereby agree to be a candidate for the MRA position of _____ for the term of the office specified and state that the information on this form is accurate. I will represent MRA in a positive and professional manner. I am, and will continue to be, a current member of a local council, MRA, and ILA. I will supply a bio and photo if chosen for the election slate.

As of this date, I am a member of:

- International Literacy Association (ILA) Membership Number: _____
Expiration Date: _____
- Michigan Reading Association (MRA) Membership Number: _____
Expiration Date: _____
- The _____ Reading Council (Local or Special Interest)

Signature: _____ Date: _____

This form MUST be received by December 9, 2017

The Michigan Reading Association shall comply with all federal laws and regulations prohibiting discrimination and with requirements and regulations of the State of Michigan. It is the policy of the Michigan Reading Association that no candidate or applicant for a position or office in this organization shall, on the basis of race, color, religion, national origin, creed, ancestry, age, sex, marital status, or disability, be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which the Michigan Reading Association is responsible. The President of the Michigan Reading Association shall ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

<p>Position Overview</p>	<p>The Vice President position is a four year board commitment that progresses from Vice President, to President Elect, to President, to Immediate Past President.</p>
<p>Essential Responsibilities</p>	<p>The Vice President shall:</p> <ol style="list-style-type: none"> 1. Attend all meetings of the Board of Directors, the Annual Meeting, Leadership Training, and meetings of the Michigan Reading Association as a voting board member. 2. Assume and perform the duties of the office of the President Elect for the remainder of that term in office in the event that the President Elect resigns, becomes President, or the office is otherwise vacated. 3. Perform such duties as assigned by the President. <i>(Includes preparation of the application for the ILA Award of Excellence.)</i> 4. Represent the Michigan Reading Association at the discretion of the President. 5. Prepare and submit a budget for the position of Vice President and all subsequent positions to the chair of the Budget Committee by the date requested. 6. Submit forms for reimbursement and payments on the Reimbursement Request Forms following the procedures outlined in the Policies and Procedures. 7. Serve as a member of the Annual Conference Planning Committee. (During the following year, this person will chair the annual conference, as President Elect.) 8. Serve on additional committees as designated by the President. 9. Attend the ILA Leadership workshop and be reimbursed an amount determined by the budget committee, pending the submission of receipts attached to the proper Reimbursement Request Form, for registration, transportation, lodging and meal expenses providing there is no other reimbursement from another source. 10. Represent the Michigan Reading Association at the annual ILA Conference. Registration, transportation, lodging, and meal expenses will be reimbursed by MRA in an amount determined by the budget committee, pending the submission of receipts attached to the proper Reimbursement Request Form, for registration, transportation, lodging and meal expenses providing there is no other reimbursement from another source.

Position Overview	The Treasurer position is a three year board commitment.
Essential Responsibilities	<p>The Treasurer shall:</p> <p>ILA Roles and Responsibilities (updated 1/4/14 by ILA)</p> <ol style="list-style-type: none"> 1) Keep accurate records for the council. 2) Manage all financial aspects of the council. 3) Understand financial accounting for nonprofit organizations. 4) Serve as the Chair of the Finance (Budget) Committee. 5) Presents the annual budget to the board for approval. 6) Work with the President to ensure that appropriate financial reports are made available to the board in a timely manner. 7) Regularly reports to the board on key financial events, trends, concerns, and assessment of fiscal health. 8) Review the annual audit and answer board member questions. 9) Attend all State Council Executive Committee and Board meetings. 10) Request formal audit of records annually. 11) Obtain bonding insurance. 12) Attend State Conference and assist as needed. 13) Review State budget, bylaws, policy manual, and strategic plan in conjunction with Executive Committee duties. 14) Collaborate with State Council Leaders to develop a balanced budget. 15) Update bank records annually with current officers, signature cards, and accurate EIN. 16) Be one of two authorized officers to sign checks and be granted access to bank and credit accounts. 17) Have full knowledge of council's holdings and assets. 18) Deposit and disburse funds in a timely manner. 19) Maintain accurate record of income and expenditures. 20) Ensure that all payments are properly documented and approved by the president or designee. 21) Provide a Comprehensive Budget Report at each Executive Committee and Board meeting. 22) Attend ILA Council Leadership Academy annually. <p>MRA Roles and Responsibilities:</p> <ol style="list-style-type: none"> 1) Attend meetings of the Board of Directors, Executive Committee, the Annual Meeting, MRA Leadership Training, and meetings of the Michigan Reading Association as a voting board member. 2) Have custody of the funds of the Michigan Reading Association which shall be deposited in the name of the Michigan Reading Association at such banking institution as authorized by the Board of Directors. 3) Inform the Board of Directors of banking transactions and investment of funds. 4) Arrange bonding for the organization, office personnel, and board members receiving or disbursing monies; file with official documents in the MRA office. 5) With the President, approve disbursement of funds \$5,000 or greater in accordance with the approved budget. 6) Co-sign, with the president, all non-electronic checks and drafts on behalf of the Michigan Reading Association for the disbursement of funds in accordance with the approved budget. 7) Reconcile, or appoint a third-party other than the Association Bookkeeper, to reconcile bank accounts held by the Association. 8) Receive a copy of, and review, all credit card statements held by the Association. 9) Supervise the collection of dues and other monies due the Michigan Reading Association.

- 10) Provide incoming officers and chairs with copies of appropriate budgets and actual expenditures from the previous year.
- 11) Request budget projections from
 - A. All elected MRA officers
 - B. MRA/ILA Coordinator
 - C. MRA/ILA Membership Director
 - D. Standing Committee chairs
 - E. Ad Hoc Committee chairs
 - F. Those appointed to the MRA Board
 - G. Publication Editors
 - H. Administrative Coordinator and Staff
- 12) Serve as chair of the Budget Committee.
- 13) Prepare and submit the annual budget to the Board of Directors for approval at the final Board of Directors meeting of the current fiscal year.
- 14) Follow these procedures for payment request:

Those persons who have submitted budgets (see item 11 above) will submit Reimbursement Request Forms to the MRA Treasurer.

 - A. Submit two copies and keep a copy for records.
 - B. The Treasurer will retain the original.
 - C. Receipts and/or invoices must accompany each request.
 - D. Each check issued must have a separate request.
- 15) Serve as a member of the Executive Committee to advise the President.
- 16) Advise the President in giving direction to the Administrative Coordinator.
- 17) Prepare and submit financial reports at each meeting of the MRA Board of Directors.
- 18) Periodically provide a report of the financial status of each committee.
- 19) File required financial statements and/or reports with the Board of Directors and other agencies as requested.
- 20) Represent the Michigan Reading Association at the ILA Convention once during the term of office and be reimbursed for those expenses as determined by the Association's budget. In the event the budgeted amount is not spent, it can be carried over for the term of office and only be used for the purpose of attending the ILA convention. Registration, transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached on the Reimbursement Request Form, provided there is not reimbursement from any other source.
- 21) Represent the Michigan Reading Association at the ILA Leadership Academy and be reimbursed for those expenses not covered by ILA as determined by the Association's budget. Registration, transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached to the Reimbursement Request Form provided there is not reimbursement from any other source.
- 23) Present the treasury records for annual tax preparation by a Certified Public Accountant.
- 24) Present the records for an external audit every three years.
- 25) May only serve as Treasurer for two consecutive three-year terms. Eligibility to hold office again can occur after a lapse in office of one term

Position Overview	The Region Representatives are a three year board commitment.
Essential Responsibilities	<p>Each Region Representative shall:</p> <ol style="list-style-type: none"> 1. Serve as voting members of the Board of Directors and attend all meetings of the Board of Directors, the MRA/ILA Organizational Committee, the Annual Meeting, MRA Leadership Training, and meetings of MRA. 2. Communicate frequently with the MRA/ILA Coordinator. 3. Hold membership in International Literacy Association (ILA), Michigan Reading Association (MRA), and a local or special interest council in the state. 4. Attend yearly at least one of the local or special interest council meetings within your area of responsibility. Obtain calendars, brochures, and newsletters of yearly events. 5. Share contact information in order to communicate at least once a month with the President of each local or special interest council represented and offer assistance when needed. Assistance may relate to membership, activities, projects, programs, fundraising, honor council, council grants, and leadership. 6. Review MRA Leadership information and encourage local and special interest council leaders to understand and use the information. 7. Participate in the MRA annual conference by joining the planning committee, working at the ILA/MRA booth, registration, or introducing a speaker. 8. Promote the development of new councils in the region. Guidelines may be obtained from the MRA/ILA Coordinator. 9. Prepare and submit a budget for the position represented to the chair of the Budget Committee by the date requested. 10. Submit forms for reimbursement and payments on the Reimbursement Request Forms following the procedures outlined in the Policies and Procedures. 11. Act as liaison from the Board of Directors to all the councils represented. Distribute MRA membership forms, conference promotions, and publications. 12. Submit written reports describing council activities for each Board of Directors meeting (Per schedule and guidelines of the MRA secretary). 13. Read and respond to written materials by deadlines. 14. Carry out duties assigned by the President and MRA/ILA Coordinator including, but not limited to, submitting articles promoting regional activities to News and Views. 15. Reside or be employed within the region where elected with that address serving as the official membership mailing address. 16. May only serve for two consecutive three year terms in the same position.