



Manitoba Reading Association

**Call for Nominations to the
BOARD: Vice President 2017-2018**

INFORMATION PACKAGE

Every Manitoban a Literate Manitoban

Dear Councils and Potential Applicants:

The Nominating Committee of the Manitoba Reading Council (MRA) is accepting applications to serve on its volunteer board to fill upcoming vacancies.

The service term for each position is June 10, 2017 to June 15, 2020 – with varying lengths of terms:

- Vice President: *The Vice President serves the provincial council for a 4-year term serving 1 year terms as vice president, president elect, president and past president.*

The Role of Vice President

The Vice President is a provincial council officer and serves on the executive committee. He/she performs the duties of the president when the president or president elect is unavailable.

ILA duties and expectations:

1. maintain provincial and ILA membership throughout term of office (required);
2. review council leader resources on ILA website (required);
3. promote council leader resources on ILA website with provincial and local/student/special interest council officers (required);
4. participate in leadership development activities offered by ILA and the provincial council;
5. attend ILA convention and participate in council activities;
6. review council bylaws, policies, motions, budget reports, and meeting minutes in conjunction with executive committee duties;
7. attend provincial conference and assist as needed;
8. attend all provincial council board and executive committee meetings;
9. chair or serve on any committee as requested by the president;
10. participate in provincial leadership workshop;
11. prepare reports as requested by the provincial board;
12. assist president with any delegated duties; and
13. confirm that the president submits the provincial officer report form by the due date

MRA duties and expectations – The Vice-President shall:

1. maintain membership in a local council if there is one in the area in which you live;
2. serve as member of the Executive Committee and of the board, act as chairperson of the Awards Committee, and shall assume any duties as assigned by the president;
3. assume and perform the duties of the president-elect in the event of the president-elect's absence or incapacity;
4. chair a committee to develop an I Love to Read booklet. The committee will determine a theme for the year and distribute a booklet to all schools in Manitoba; and
5. other duties as needed.

2016-2017 Nominations Information

Candidates for the MRA may either be “internal” who must be nominated by the Board of Directors or “external” who may represent the community and our partner organizations or be individuals interested in and support MRA’s mission and goals.

MRA Nomination/Selection/Election Schedule

- i. Nominations/Applications will be accepted immediately following distribution of the Call for Nominations/Applications. The final date for receipt of nominations/applications is September 16, 2017 at 5:00p.m.
- ii. All nominations/applications will be acknowledged within 2 days of receipt.
- iii. Each nominee is expected to attend the General Meeting on Saturday, September 30, 2017.

All MRA board members will be expected to:

- Attend all scheduled board meetings (a minimum of 4 in the year)
- Attend MRA AGM (typically May/June)
- Assist the association to expand its resource base by sharing expertise and by providing access to personal or professional contacts who may be interested in contributing to MRA’s success.

Notes:

- It is the norm for face-to-face meetings to be held on a Saturday.
- Travel expenses related to participation on the board are covered by MRA.

Nomination forms are enclosed with this package. Forms submitted by mail should be sent to:

Mrs. Susan Hayward, MRA President
Box 166
Lundar Manitoba R0C 1Y0

Electronic submission should be sent to: shayward@mymts.net

If you do not receive confirmation that your nomination form has been submitted within 2 days of doing so, please contact Susan Hayward at 204-762-5935.

