



**ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION**

**MEMORANDUM**

**TO: All Community College Trustees**  
**FROM: William Kelley**  
**Chair, ICCTA Nominating Committee**  
**RE: Nominations for 2017-2018 ICCTA Office**  
**DATE: March 14, 2017**

The Illinois Community College Trustees Association invites you to apply for the position of ICCTA **Vice President, Treasurer, or Secretary** for the year 2017-2018. A description of each position's duties and responsibilities is attached.

The ICCTA Nominating Committee will interview interested candidates on **Wednesday afternoon, April 26, in Springfield**. Trustees requesting interviews should fill out the form below and return it to the ICCTA office by **5 PM, Thursday, April 20**. Please include a resume or brief biographical sketch and a letter of support from your Board of Trustees.

If you have any questions about the nominations process, please feel free to contact Nominating Committee chair William Kelley (cell: 847-895-9151) or ICCTA staff member Kim Villanueva (office: 1-800-454-2282).

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**ICCTA CANDIDATE APPLICATION**

Name \_\_\_\_\_

Community college \_\_\_\_\_

My trustee term expires in year \_\_\_\_\_

Please indicate your interest in serving in the following ICCTA office(s):

- Vice president
- Treasurer
- Secretary
- Any of the above offices (*please indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice*)

My letter of support from my Board of Trustees is attached:  Yes  No

*The ICCTA Nominating Committee is interested in your motivation to serve, your commitment to the Trustees Association, your professional trustee development, and your leadership in the community college movement. Please attach any statement you would like to make in support of your candidacy.*



## **Duties of the ICCTA vice president, treasurer and secretary** (from the ICCTA Operational Manual)

### **Vice president**

The Vice President shall assume the presidency on completion of the one-year term of office as Vice President on July 1 on the calendar year following the calendar year in which the Vice President was elected. If the President is absent from a meeting, the Vice President shall serve as presiding officer. If the President resigns, dies, is disabled, or ceases to be a community college trustee, or if the college at which the President is a trustee ceases to be a member of the Association, then the Vice President automatically assumes the office of president. In this instance, if the President vacates his or her office after August 15, the Vice President shall serve the remaining portion of the previous President's term of office in addition to the full term of office to which he or she was elected. If the President vacates the office prior to August 15, then the Vice President shall serve only the remaining portion of the previous president's term of office. That assumption of the presidency creates a vacancy in the office of Vice President.

The Vice President should use the one-year term as a training period preparing the incumbent for assuming the office of president. The Vice President shall be a voting member of the Executive Committee and, if selected by his or her college as the college delegate, also shall be a voting member of the Board of Representatives.

### **Treasurer**

The Treasurer of the Association shall be responsible for overseeing the management of the Association finances, and shall be responsible for the investment and security of all funds belonging to the Association. The treasurer shall cause a monthly report of expenditures and receipts of the Association to be prepared and distributed to the Board of Representatives. Such report shall include a financial statement and a comparison of current and year to date expenditures to the previously approved annual budget. It shall be the responsibility of the treasurer to oversee the preparation of the annual budget and to present it to the Executive Committee and the Board of Representatives for their approval.

The Treasurer shall be a voting member of the Executive Committee and, if selected as a delegate of his or her college, also shall be a voting member of the Board of Representatives.

### **Secretary**

The Secretary shall oversee the preparation of accurate minutes for each meeting of the Board of Representatives and shall be responsible for presenting those minutes to the Board for its approval.

The Secretary shall be responsible for working with former trustees in seeking to continue the involvement of these community members in the work of the Trustees Association.

The Secretary shall be a voting member of the Executive Committee and, if selected as a delegate of his or her college, also shall be a voting member of the Board of Representatives.