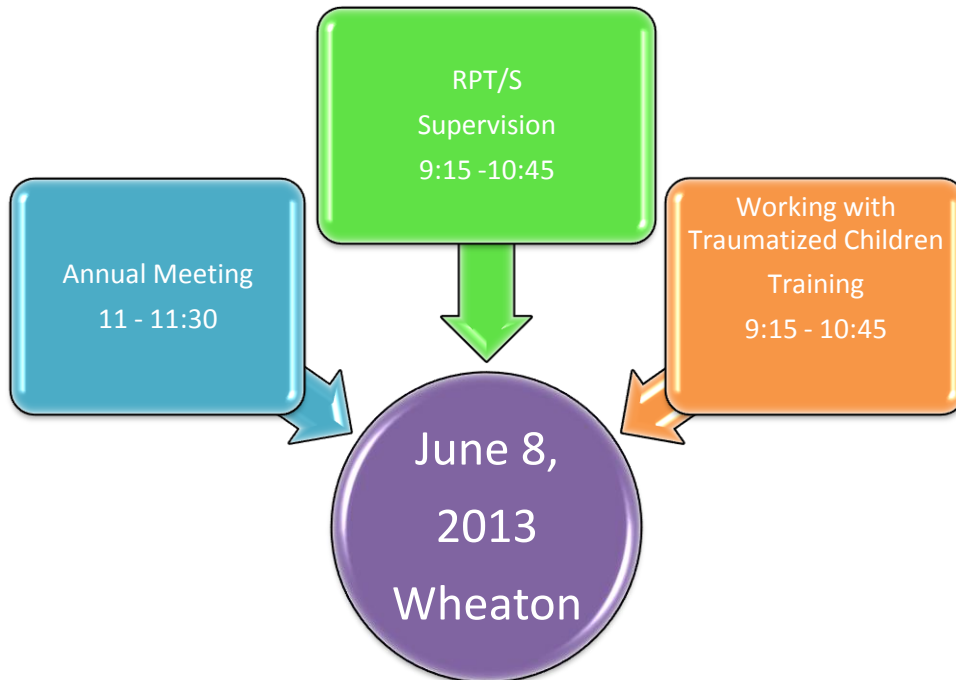


IL-APT Flash

April 2013

SAVE THE DATE



Look for more information in your email. Both the training and the RPT/S supervision will be offered free of charge, complimentary of IL-APT. There will be a drawing to receive a free registration to the 2014 IL-APT Conference during the Annual Meeting. Newly elected Officers will be officially announced during the meeting.

Call for Nominations

All of the IL-APT Officer positions are open for election. Newly elected officers will serve for 2 years from August 1, 2013 to July 31, 2015. **Below are the job descriptions.** If you would like to nominate yourself or a colleague, please submit the nomination and a brief (one paragraph) CV to Mary Alice Wentling at mawentling@hotmail.com by Friday May 10, 21013.

All officers of IL-APT shall be members in good standing of APT.

Officer Job Descriptions:

President The president is responsible for coordinating the management of IL-APT responsibilities, including but not limited to:

- Conducting board meetings,
- Maintaining communication with APT,
- Monitoring compliance charter status with APT,
- Submission of Administrative Audit,
- Planning and facilitating yearly conferences and other trainings,
- Appoint committee chairpersons, as needed

Vice President The vice president shall serve in the president's absence. Other duties include, but are not limited to:

- Coordinate the annual conference,
- Maintain parliamentary procedure,
- Carry out additional duties, as needed by President,
- Attend board meetings

Secretary The secretary's responsibilities include, but are not limited to:

- Write minutes of all board meetings,
- Develop brochures for trainings,
- Prepare CE certificates,
- Coordinate elections of officers,
- Maintain records of all formal communications with members,
- Attend board meetings

Treasurer The treasurer's responsibilities include, but are not limited to:

- Management of the IL-APT finances and checkbook,
- Provide IL-APT Board with financial statements
- Prepare and maintain financial reports and tax forms,
- Facilitate payment of bills,
- Maintain an accurate record of accounts payable and receivable,
- Track registrations for annual conference,
- Attend board meetings

If you have any further questions about these positions, please contact Mary Alice (M.A.) at 815.973.6111 or via email mawentling@hotmail.com



Sadly, IL-APT was 1 member short of earning the Gold Branch Award. I am a Cubs fan so I really believe in the phrase, "Wait Until Next Year!" I am sure we can reach all of our goals then. - M.A.

