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Release No. 3
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February 2010

TO: Illinois Division Officers
Illinois Division Chapter Presidents
Illinois Division Members-at Large

FROM: Illinois Division Committee on Nominations

SUBJECT: Nominations for Illinois Division Office 2010-2011

In accordance with Illinois Division Bylaws Article III, Section 3E, the Committee on Nominations presents the following nominees for Illinois Division officers for 2010-11:

<u>Office</u>	<u>Nominee</u>
President-Elect	Diana Hampton CAP, Tri-County Chapter
Vice President	Marie Herman CIWD, ATM-B, Two Rivers Chapter
Secretary	Tonda Stewart CPS/CAP, Tri-County Chapter
Treasurer	No Candidate

Resumes of their qualifications are attached. The Committee believes all the above candidates are well qualified to serve. In accordance with Illinois Division Bylaws, Jeannette Peters CAP, will succeed to the office of President.

--IMPORTANT NOTICE--

ARTICLE III, Section 3D of the Illinois Division Bylaws states:

- C. Nominations may also be made from the floor at the Annual Meeting, by a candidate's chapter delegate, or if no chapter affiliation, the Division Member-at-Large delegate, or if none, any chapter delegate, provided that, at least two weeks prior to the Annual meeting, the qualifications and supporting documents have been submitted to the Committee on Nominations for approval. Nominations from the floor must receive two seconds.

ARTICLE III, Section 3I of the Illinois Division Bylaws states:

- I. Promotional literature, materials, or campaign publicity of any type concerning a candidate for Division officer, other than a letter from a chapter president announcing a chapter's intent to nominate from the floor at the Annual Meeting a candidate for a specific office, shall be limited to the Annual Meeting Friday Night Open House.

Therefore, a chapter intending to nominate a candidate for any office from the floor at the Annual Meeting must, between the date of this release and at least two weeks prior to the Annual Meeting, submit material as requested in Article III, Section 3C, of the Illinois Division Bylaws, to all members of the Committee on Nominations.

For your information, attached to this release is a copy of the procedures for floor nominations. Please share this information with your chapter and encourage members interested in serving on the Illinois Division Board.

In addition, a chapter intending to nominate one of its members from the floor may send to all Illinois Division members (through their Chapter Presidents) a letter stating the name of the candidate, the office concerned and that the Chapter delegate will submit the nomination from the floor of the Annual Meeting.

ID COMMITTEE ON NOMINATIONS

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Ruth Felske CPS
1819 W 34th Pl
Chicago IL 60608
Tel: 773-523-3094
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Charyle Smith CPS/CAP
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Moweaqua IL 62550-1303
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INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS

ILLINOIS DIVISION
PROCEDURES FOR FLOOR NOMINATIONS

1. The member seeking nomination notifies the Chapter President.
2. The Chapter President notifies the chapter membership, preferably at a regular meeting, of the candidate's desire.
3. The chapter membership approves or disapproves the candidacy.
4. If approved by the chapter, the Chapter President follows the procedures outlined in Illinois Division Bylaws, Article III, Section 3. The transmittal letter should also state that, if approved, the Chapter Delegate would nominate the candidate from the floor of the Annual Meeting.
5. The Illinois Division Committee on Nominations determines if all requirements have been met.
6. The Chairman notifies the Chapter President either that the nomination will be in order or that the necessary requirements have not been met.
7. If the nominee is approved by the Committee, the Chapter President may send a letter to each chapter in the Division informing them that its delegate will place in nomination the name of the candidate from the floor at the Annual Meeting.
8. The Chapter President may contact other chapter presidents for the purpose of securing at least two, but no more than four, seconds for the candidate when nominated from the floor at the Annual Meeting.
9. The Chairman of the Illinois Division Committee on Nominations DOES NOT submit any floor nominations. The chapter delegates submit candidates' names when the specific office is called by the Chair.
10. When the Chair calls for nominations for the appropriate office, the delegate should:
 - a. Stand and be recognized by the Chair.
 - b. State his/her delegate number, name and chapter affiliation.
 - c. State the name of the nominee and the office for which he/she is being nominated.
 - d. Give a brief summary of the candidate's qualifications.
 - e. State that on behalf of his/her Chapter he/she wishes to place in nomination the nominee and that all qualifications have been cleared through the Illinois Division Committee on Nominations.
 - f. Delegates from at least two other chapters, but no more than four, must rise, be recognized and second the nomination.
 - g. Nomination and seconds being in order, the Chair will state that the candidate's name will be placed on the ballot for the respective office.

IT IS URGED THAT PROPOSED FLOOR NOMINATION MATERIAL BE SENT TO THE COMMITTEE ON NOMINATIONS AND THE PARLIAMENTARIAN AS SOON AS POSSIBLE AFTER MARCH 1. ILLINOIS DIVISION BYLAWS STATE IN ARTICLE III, SECTION 3:

- C. Nominations may also be made from the floor at the Annual Meeting, by a candidate's Chapter Delegate, or if no chapter affiliation, the Division Member-at-Large Delegate, or if none, any Chapter Delegate, provided that, at least two weeks prior to the Annual Meeting, the qualifications and supporting documents have been submitted to the Committee on Nominations for approval. Nominations from the floor must receive two seconds.

ARTICLE III. Section 3I of the Illinois Division Bylaws states:

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In addition, a chapter intending to nominate one of its members from the floor may send to all Illinois Division members (through their chapter presidents) a letter stating the name of the candidate, the office concerned and that the chapter delegate will submit the nomination from the floor at the Annual Meeting.

ID COMMITTEE ON NOMINATIONS

Shirley A. Dipert CPS/CAP

Ruth Felske CPS

Charyle Smith CPS/CAP

ILLINOIS DIVISION OFFICER CANDIDATE RESUME

FOR THE OFFICE OF: ID President Elect

Name: Diana Hampton
Address: 4108 S. Airport Road
City/State/Zip: Peoria, IL 61607
Email Address: Diana.Hampton@osfhealthcare.org
Submitted by: IAAP Tri-County Chapter, Judy Zimmerman, President

EDUCATION (School, Course, Year):

Universities/High School(s): Illinois Central College / Woodruff High School
Certified Medical Office Assistant / General Business
Adult Education Courses: Refresher Shorthand ('98)
Study Group Courses (Chapter): Certification Study Groups for CPS, CAP ('04 & '05) and
Microsoft Office Specialist Certification ('08 & '09)
Other (Dale Carnegie, AMA, etc.): Toastmaster Speechcraft ('07)

CERTIFICATION STATUS (CPS and/or CAP):

Examination Pass Date: May 2005 CPS and November 2005 CAP

EXPERIENCE: (last 10 years)

Present: Administrative Assistant to the President, Children's Hospital of Illinois at OSF

IAAP ACTIVITIES:

Chapter: Tri-County Join Date: August 2004

List Offices, Committee Chairmen/Member positions and dates:

Chapter: 2008-2009 IAAP Tri-County Chapter Webmaster
2008-2009 IAAP Tri-County PR Coordinator
2008-2009 IAAP Tri-County Chapter Committee member of
PR & Marketing Committee & Professional Development Committee
2006-2008 IAAP Tri-County Chapter President
2005-2006 IAAP Tri-County Chapter Vice-President
2005-2006 IAAP Tri-County Chapter Public Relations Coordinator
2004-2005 IAAP Tri-County Chapter Secretary
2004-2008 IAAP Tri-County Chapter Webmaster
2004-2008 IAAP Tri-County Chapter Committee member of
Advocacy/Membership Committee & Professional Development Committee

Division: 2008 IDAM Co-Coordinator & 2008-09 ID Webmaster
2009 IL Division Vice-President

International: None

Other IAAP Contributions (activity and date):

Attendance: (number attended)

Division Meetings: 2
District Conferences: 0
International Conventions: 1

AWARDS/RECOGNITIONS:

2004 IAAP Tri-County Chapter Stellar Award Recipient
2006 OSF Heritage Hall of Fame Champion Award Recipient
2008 IAAP Tri-County Chapter Star Award Recipient
2008 IAAP Tri-County Distinguished Chapter President Award Recipient

OTHER AFFILIATIONS: (active membership only)

1999-2009 OSF Office Professionals at OSF Saint Francis Medical Center
1999-2001 President

ILLINOIS DIVISION OFFICER CANDIDATE RESUME

FOR THE OFFICE OF: Vice President

Name: Marie Herman CIWD, ATM-B
Address: 715 Blossom Court
City/State/Zip: Oswego, IL 60543
E-mail Address: iaap@mrhenterprises.com
Submitted by: Margaret Bucholz

EDUCATION (School, Course, Year):

Universities/High Schools(s): Oakton CC, Associate of Arts in Business, 1987

Adult Education Courses: Joliet Junior College, CIWD Preparation, 1994; Harper & College of DuPage, CPS Prep, 1997

Study Group Courses (Chapter): Lead study groups to prepare for 2007 certification exams.

Other (Dale Carnegie, AMA, etc.): Multiple professional development and other seminars taken.

CERTIFICATION STATUS (CPS and/or CAP): CAP/CPS (inactive)

Examination Pass Date: 5/2002 OR # of Sections Passed:

Microsoft Office Microsoft Certified Application Specialist (MCAS), Master Level, Office 2007; Certified Internet Webmaster Designer (CIWD); Advanced Toastmaster – Bronze (ATM-B)

EXPERIENCE: (last 10 years)

Present: Sr. Administrative Assistant IV, Fermi National Accelerator Lab

Previous: Oct. 2005 – Nov. 2007, Exec Asst to Chairman Emeritus, Servicemaster; Nov. 2001 – Oct. 2005, Admin Asst, Packer Engineering; May 1999 – Sep. 2001, Information Coordinator, WhoDoWeKnow.com

IAAP ACTIVITIES:

Chapter: Two Rivers Chapter Join Date: 03/1997

List Offices, Committee Chairmen/Member positions and dates:

Chapter: **Two Rivers Chapter:** I am a founding and charter member of the Two Rivers Chapter of IAAP and served as Vice President. I have served on and chaired multiple committees (APW, Programs, Avery, Professional Development, Networking Events, webmaster) and led classes. **Golden Corridor Chapter:** I am a founding and charter member/President of the Golden Corridor Chapter of IAAP. I also served on the Program and Membership Committees and webmaster, and led computer classes.

Division: Helped organize leadership development workshops. Co-chaired Professional Enrichment Program (2000 and 2008). 2008-2009 New Chapter Builder; Division Webmaster (2000-2004)

International: N/A

Other IAAP contributions (activity and date): EFAM speaker from 2001 to 2006. I developed numerous training materials and workshops. Provided mentoring via email and in person to a number of chapters in the Association. Hosted inter-chapter brainstorming chats and sold-out brainstorming events at EFAM. Offered my services as speaker and facilitator to IAAP chapters.

Attendance: (number attended)

Division Meetings 4

District Conferences 2

International Conventions 9

AWARDS/RECOGNITIONS:

DeskDemon Management Support Fellowship Award (2008); Chapter won the Avery Great Results Chapter Achievement Grand Prize (2006) and Honorable Mention/Pioneer Awards (2005, 2007) while I was Chair; IAAP International Spark Award (2001); IAAP Distinguished Chapter President (1997-98)

Articles Published in OfficePro Magazine: "Negotiating Your Career" Aug 08; "Becoming the Renaissance Administrative Professional" Jun 07; "Mentoring - the Path To Success" Jun 06; "Developing the 21st Century Professional" Apr 05; "Using the Scientific Method to Solve Problems" May 04; "Internet Searches In Hyperdrive" May 03

OTHER AFFILIATIONS: (active membership only)

Toastmasters – Serving as Acting President of newly forming Fermilab Toastmasters Club; Fermilab Diversity Committee Member

ILLINOIS DIVISION OFFICER CANDIDATE RESUME

FOR THE OFFICE OF: Illinois Division Secretary

Name: Tonda Stewart CPS/CAP
Address: 2612 High Meadow Drive
City/State/Zip: Peoria, IL 61607
Email Address: tonda.l.stewart@osfhealthcare.org
Submitted by: IAAP Tri-County Chapter, Judy Zimmerman, President

EDUCATION (School, Course, Year):

Universities/High School(s): Manual High School ('74-'78)
Illinois Central College (1 semester) – Word Perfect 5.1
Adult Education Courses: Crystal Reports XI – New Horizons ('06)
Study Group Courses (Chapter): Certification Study Groups for CPS, CAP ('04 & '05) and
Microsoft Office 2003 Specialist Certification ('08 & '09)
Other (Dale Carnegie, AMA, etc.):

CERTIFICATION STATUS (CPS and/or CAP):

Examination Pass Date: May 2005 CPS and November 2005 CAP

CERTIFICATION STATUS (other):

Microsoft Office 2003 Specialist Certification Pass Date:
Word – 10/08 Excel – 11/08 PowerPoint – 3/09 Outlook – 5/09

EXPERIENCE: (last 10 years)

Present: Administrative Assistant to the Senior Vice Presidents of Decision Support and Managed Care at
OSF Healthcare System, Corporate Office

IAAP ACTIVITIES:

Chapter: Tri-County Join Date: September 2004

List Offices, Committee Chairmen/Member positions and dates:

Chapter: 2009-2010 Membership Chairperson
2008-2009 IAAP Tri-County Chapter committee member of Professional
Development Committee
2008-2009 IAAP Tri-County Chapter Nominating Committee Chairperson
2008-IDAM 2008 Hospitality Chairperson
2007-2008 IAAP Tri-County Chapter Recording Secretary
2005-2007 IAAP Tri-County Chapter Advocacy Committee Chairperson
Division: None
International: None

Other IAAP Contributions (activity and date):

Attendance: (number attended)

Division Meetings: 2
PEP: 1
District Conferences: 0
International Conventions: 0

AWARDS/RECOGNITIONS:

2009 September Employee of the Month for OSF Healthcare System Corporate Office Recipient
2008-2009 IAAP Tri-County Chapter Star Award Recipient
2008-2009 IAAP Member of Excellence Award
2007-2008 IAAP Tri-County Chapter Star Award Recipient
2006 IAAP Tri-County Chapter Stellar Award Recipient

OTHER AFFILIATIONS: (active membership only)

1999-2009 OSF Office Professionals at OSF Saint Francis Medical Center
2009-Present Member, Midstate College Curriculum Advisory Group