

Join Us for The Following **Treasurers'/Membership Chair/Election Chair Trainings**

Wednesday, August 9, 2017 at the Palatine IEA Office
(Address and map on separate attachment.)

This training is for Region 34, 35, 42, 43 and 64 Treasurers, Membership Chairs, Election Chairs, Region Chairs, Vice Chairs, Presidents and any other interested parties in your local.

Membership Training (Begins at 5:00 p.m.) **Nicole Gerberding, Membership Processing**

Membership Contacts are strongly encouraged to attend this session regardless of how long they have been serving in that position. We will cover adding, removing and changing member information, explain how to handle members on leave and who have been RIFd, and steps to take to keep your roster accurate throughout the year. *New topics will also be discussed.* Proper procedures for processing new members on a timely basis are very important so that membership cards can be distributed, as well as Access discounts and IEA publications received. Inaccuracies on the roster can also distort your billing statement and lead to your local incurring penalties.

NOTE: Membership Contacts: Please bring the membership packet, including the Membership Guide and roster that you received from Springfield, with you to this training.

Election Training (Begins at 5:00 p.m.) **Kim Trader, Legal Services**



Kim will provide training and materials to assist in the proper and smooth operation of local and regional IEA-NEA elections as required by the Landrum Griffin Act, IEA Election Procedures and IEA-NEA Bylaws. The entire process, from notification of the election through storage of election materials, will be discussed. This training is beneficial to anyone involved in the election process at the local or regional level.



Treasurers' Training: Financial Procedures for Local Associations & Regions **Tom Tully, IEA Secretary/Treasurer, Presenter (Begins at 6:15 p.m.)**

This session covers the basic financial concepts and procedures that should be employed by local associations and regions. It is not just for local and region treasurers; other officers such as local presidents and region chairs should be aware of these issues as well. This session is intended to be useful for everyone from the "rookie" to the "veteran".

Some of the topics covered are: tax exempt/not-for-profit status; IRS requirements; independent audits of the financial records; basic internal control concepts; budgeting; documentation requirements; accounting for political action funds; and record retention guidelines. This will be a presentation on these topics. Hands on training can be arranged at a later date.

Participants will receive a copy of the *Financial Procedures for Locals and Regions* manual.

Justine Sallee of NEA Member Benefits will have a display at this training and will be available to set up meetings with your locals.

PLEASE register using this link: <http://www.cvent.com/d/95qf7v> by Wednesday, August 2, 2017. A light meal will be served beginning at 4:30. Questions? Call 847-359-0300.