



# Illinois Journalism Education Association

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Journalism Education Association



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## Board of Directors

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John Gonczy, CJE  
Marist High School  
[gonczy.john@marist.net](mailto:gonczy.john@marist.net)

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Lake Forest College

### Executive Director

Dr. Sally Renaud  
[serenaud@eiu.edu](mailto:serenaud@eiu.edu)

## Request for Proposals

The time has come for the Illinois Journalism Education Association to look for a new home and a new executive director.

State funding shortages and increased institutional obligations make it difficult for our current executive director to maintain her position. While this not a welcome change for us, we recognize that it has to be done. That said, the Board of Directors is choosing to approach this change progressively and with excitement.

That's where you come in.

If you would like to be the executive director of the IJEA and your university or community college is interested in being the home and headquarters of IJEA, we'd like to hear from you.

Our needs are simple. We need office space for an executive director. Not too much is required: a filing cabinet and a bookshelf for supplies, materials for contests, etc., a computer to complete official business, access to a copier and custodial and secretarial services.

The major functions of the IJEA executive director are to support the operation and administration of the Board of Directors by advising and informing board members and responding to membership needs. A list of specific primary duties of the executive director is attached.

Suggested qualifications include experience with scholastic journalism, experience managing an organization, strong program management skills and strong written and oral communication skills.

Send us your proposal by **Jan. 22**. Include your vision for the position and the headquarters and how your school would support such an endeavor.

The Executive Board will review proposals prior to the Feb. 23 Board of Directors meeting. Candidates might be invited to present proposals at that meeting. The IJEA's goal is to announce its decision by **March 15**.

Send materials or inquires to IJEA President John Gonczy. If you have questions contact Gonczy at [gonczy.john@marist.net](mailto:gonczy.john@marist.net).



## **Duties of the IJEJA executive director**

### **Maintain headquarters**

- Run board elections
- Write press releases
- Send membership packets
- Handle general correspondence
- Update yearly reports for Secretary of State's office
- Maintain board of directors' membership list
- Maintain historical records
- Respond to adviser inquiries

### **Oversee contests and awards**

Coordinate and administer all statewide contests

- Yearbook Contest, fall
- Newspaper and Digital News Contest, spring

Coordinate Tidwell Award & Adviser Breakfast at IHSA state finals tournament

- Collect applications
- Select and correspond with judge
- Notify winner and prepare award, event and presentation

Coordinate All-State Team/Luncheon

- Collect applications
- Select and correspond with judges
- Notify winner and prepare award, event and presentations

Oversee IJEJA Awards

- Administrator of the Year Award
- Friend of Scholastic Journalism Award

Coordinate national awards: Lifetime Achievement, Rising Star, etc.

### **Communication and outreach**

- Coordinate three board meetings each year; others as needed
- Handle copying and paperwork (agendas, minutes, etc.)

Maintain IJEJA website

Correspond with officers, regional directors

- Hold meetings as needed
- Update social media when appropriate

Provide /create newsletter material

Represent IJEJA at state/national events: AEJMC, Scholastic Division, JEA