

Nancy Sylvester, MA, PRP, CPP-T

*Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College
Professional Registered & Certified Professional Parliamentarian*

RESUME

EDUCATION

B.S. Degree from Indiana State University, 1969, Speech Major, Winner of the Jardine Medal - Outstanding Senior Speech Major

M.A. Degree from University of Michigan, 1970, Communications Major, Rackham Scholar and Graduate Assistantship recipient

WORK

1980 – Present Sylvester Enterprises, Inc., Owner. Professional Parliamentarian, Board Trainer, Professional Facilitator, and Business Consultant

1970 - 2011 Rock Valley College, Associate Professor of Speech (1970-2001), Professor Emeritus of Speech (2001-present), Director of Forensics (1970-74), Leadership, Team and Meeting Management Specialist (1992-2011)

1996 - 1998 Chairman of the Board, First Financial Bancorp, Inc.

2004 & 2010 Author, *The Complete Idiot's Guide to Robert's Rules*, First and Second Edition

2006 Author, *The Guerrilla Guide to Robert's Rules*

PROFESSIONAL ORGANIZATIONS

National Association of Parliamentarians; American Institute of Parliamentarians; Illinois Association of Parliamentarians; Commission on American Parliamentary Practice - Chairman 1990-91, Vice Chairman 1989-90.

PROFESSIONAL DESIGNATIONS

Certified Professional Parliamentarian (CPP) through the American Institute of Parliamentarians (Highest designation awarded by AIP)

Professional Registered Parliamentarian (PRP) through the National Association of Parliamentarians (Highest designation awarded by NAP)

Certified Professional Teacher of Parliamentary Procedure (CPP-T) through the American Institute of Parliamentarians

One of approximately thirty parliamentarians in the country to hold the CPP-T and PRP designations

2001 – 2003, and 2009 – 2011 Parliamentarian for the National Association of Parliamentarians – thus the parliamentarians' parliamentarian

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HONORS

Recipient of the 1999 Rockford Area Chamber of Commerce Athena Award

Recipient of the 2001 YWCA Alta Hulett Award for The Professions

Inclusion in the Marquis' *Who's Who in the World*, *Who's Who in American Women*, *Who's Who in American Education*, and *Who's Who in the Midwest*

Quoted as an expert on meetings in *New York Times*; *Successful Meetings Magazine*; *Mastering Meetings Discovering the Hidden Potential of Effective Business Meetings*, author: 3M Meeting Management Team; *The Meeting Professional*

Recipient of the Rock Valley College 1994 Faculty of the Year Award

PARLIAMENTARY PROCEDURE CLIENTS

(Current and Past)

MISO (Midcontinent Independent System Operator), American Veterinary Medical Association, American Speech Language and Hearing Association, American Physical Therapy Association, American Association of Nurse Anesthetists, Alpha Kappa Alpha, National Court Reporters Association, American Bowling Congress, Women's International Bowling Congress, United States Bowling Congress, American Nurses Association, Royal Neighbors of America, Information Systems Audit and Control Association, National League of Cities, Rockford City Council, Rockford Area Chamber of Commerce, Junior League of Rockford, United Way Services, American Society of Women Accountants, National Association of Insurance Women, American Woman's Society of Certified Public Accountants, Independent Accountants Association of Illinois, National Council of State Boards of Nursing, Council of Better Business Bureaus, VietNow, Polish American Congress, American Society of Pain Management Nurses, Municipal Clerks of Illinois, National League of Nursing, Girl Scouts of the United States of America, Illinois Township Officials, Ohio State Board of Nursing, New Jersey State Board of Nursing, Kentucky Board of Nursing, OrthoIllinois, National Assistance League, International Institute of Municipal Clerks, Alaska Municipal Clerks, Village of Machesney Park, State University Annuitants Association (Illinois), Certified Financial Planners Board, Legacy Academy of Excellence, Illinois Agricultural Association.

BOARD OF DIRECTORS TRAINING CLIENTS

American Veterinary Medical Association, American Nurses Association, American Association of Nurse Anesthetists, National Assistance League, American Bar Association, American Dairy Association and Dairy Council of New York, Rockford Park District, Northern Illinois Non Profit Center, The Women's Fund of Detroit, Chicago Medical Society, Photo Marketing Association International, Illinois Association of Park Districts, International Institute of Municipal Clerks, Iowa's Governor Conference on Public Health, Pasadena Showcase House for the Arts, Illinois Association of School Boards, Royal Neighbors of America, Information Systems Audit and Control Association, Association of Fundraising Professionals, Rockford Area Chamber of Commerce, Winnebago County Health Department, North Carolina Realtors Association, United Way Services, American Society of Women Accountants, National Association of Insurance Women, Independent Accountants Association of Illinois, Illinois Township Officials, Illinois Association of Park Districts, Natural Land Institute; Collier County, Florida, Board of Education.