

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

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

LEADERSHIP/TEAM/MANAGEMENT CONSULTANT

Woods Equipment Company, Woodward Company, Pfizer, Rockford Process Control, Owens Corning, Southern Imperial, Eclipse, Invensys Business Systems, Chrysler Corporation, Deere and Company, Hydro-Line Manufacturing Company, Fel-Pro, Pioneer Life Insurance Co., Inc., Rockford Powertrain, Sundstrand Corporation, Spectus Systems, Inc., The Testor Corporation, City of Rockford, W.A. Whitney, CharNor, Green Giant, General Mills, Cabela's, SwedishAmerican Health Systems, Aqua-Aerobics, Manitowoc Cranes, Inc., Mary's Market, Southern Imperial, The Testor Corporation, Hydro-Line Manufacturing Company, Spectus Systems, Inc., CharNor, and Association for Women Veterinarians.

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, and Kentucky Board of Nursing, Rockford Orthopedic Associates, National Assistance League, International Institute of Municipal Clerks, Alaska Municipal Clerks, Village of Machesney Park.

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, Village of Pecatonica, North Carolina Realtors Association, Rockford Area Realtors, Junior League of Rockford, United Way Services, American Society of Women Accountants, National Association of Insurance Women, Independent Accountants Association of Illinois, Illinois Township Officials, Ohio State Board of Nursing, New Jersey State Board of Nursing, Kentucky Board of Nursing, Rockford Orthopedic Associates, Harlem Community Center of Rockford, Illinois Association of Park Districts, Elmhurst Park District, Winnetka Park District, Natural Land Institute; Westley Willow; Collier County, Florida, Board of Education, Harlem Board of Education.

EXPERIENCE AS A PROFESSIONAL FACILITATOR

- City of Rockford Education Summit: Pre K Through 12 Supplemental Educational Service Providers, August 15, 2006
- Rockford Public Library, facilitated small group meetings of entire staff
- Round Table Focus Groups for the Rockford Register Star
- Difficult meetings for various local churches
- Strategic Planning sessions for: La Voz Latina; Northern Illinois Hospice; Shelter Care Ministries; Rockford Area Arts Council; Rockford Business College; Rockford College Alumni Association; Southern Imperial; The Testor Corporation; Hydro-Line Manufacturing Company; Spectus Systems, Inc.; CharNor; Association for Women ; Veterinarians; Independent Photo Imagers, Inc.; Southern Imperial; Mendelssohn PAC
- I have facilitated numerous off sites for varies levels of management at: Waukesha Engine of Waukesha, Wisconsin; Eclipse; Cadbury Adams; Rockford Structures; Woods Equipment Company; Rock Valley College; Woodward
- Meeting to decide terms of the proposed consolidation of United Way of Suburban Chicago and United Way in Chicago
- Small group employee meetings for Cabela's in Sidney, Nebraska
- Tropic Seas Condo Association, Hawaii
- Rock County Delinquency Prevention Policy Board
- Lakeland Animal Welfare Society
- Kentucky State Board of Nursing
- Ohio State Board of Nursing
- Rockford Public Schools: School Zone Forums
- Rockford Fire Department
- Connecticut Veterinary Medical Association
- Rockford Association of Realtors
- Rock Valley Credit Union