

INSPRA BOARD POSITIONS AND DESCRIPTIONS

(Updated February 2011)

PRESIDENT

- Convene the INSPRA Board and chair all meetings
- Guide the Chapter in adhering to its by-laws and following its strategic plan
- Organize the Annual Planning meeting, held during the summer
- Update the INSPRA calendar and present it at the Annual Planning meeting
- Encourage corporate and professional partnerships; spearhead fundraising efforts
- Attend all INSPRA events; serve as spokesperson for and representative of the Chapter
- Provide assistance to the Board members as they conduct their duties
- Serve as MC at the Communications luncheon in September
- Write letter of introduction to new members
- Ensure Chapter Cash Flow Reports are submitted to NSPRA in October
- Remind members of state/national deadlines, i.e. presentation proposals and award nominations
- Assist with Triple I Joint Conference - the joint State conference of IASB, IASA and IASBO
- Help secure presenters/speakers for Tips and Tactics sessions and other INSPRA events
- Communicate with the national office, participating in Chapter Leader activities; prepare updates for the Regional Vice President to report semi-annually to the NSPRA Board
- Serve on the Nominations Committee, along with the President-Elect
- Prepare or assist with INSPRA annual surveys
- Assist in the evaluation of the Chapter Administrator
- Offer feedback to "Member Needs Help" questions
- Assist with writing columns for the *Illinois School Board Journal*

PRESIDENT ELECT

- Support the work of the INSPRA Board; attend Board meetings regularly
- Serve as an INSPRA Ambassador to the membership
- Offer feedback to "Member Needs Help" questions
- Serve on INSPRA event committees
- Assist with writing columns for the *Illinois School Board Journal*
- Provide assistance to the President, other officers and Regional Directors
- Represent INSPRA when the President is not available to do so
- Assist with Triple I Joint Conference
- Assist with organizing and planning one of the major INSPRA events
- Serve on the Nominations Committee, along with the President
- Prepare or assist with INSPRA annual surveys
- Assist in the evaluation of the Chapter Administrator

PAST PRESIDENT

- Support the work of the INSPRA Board; attend Board meetings regularly
- Serve as an INSPRA Ambassador to the membership
- Offer feedback to "Member Needs Help" questions
- Serve on INSPRA event committees
- Assist with writing columns for the *Illinois School Board Journal*
- Provide assistance in making the transition of the new president as smooth as possible
- Serve as counsel to the President and President Elect
- Provide advice to the Board on previous decisions as it considers new challenges (Chapter Historian)
- Coordinate INSPRA representation at the Triple I Joint Conference
- Assist in the evaluation of the Chapter Administrator

SECRETARY-TREASURER

- Support the work of the INSPRA Board; attend Board meetings regularly
- Serve as an INSPRA Ambassador to the membership
- Offer feedback to “Member Needs Help” questions
- Serve on INSPRA event committees
- Assist with writing columns for the *Illinois School Board Journal*
- Work with the Chapter Administrator to review funds and balances, as well as the disbursement of Chapter funds
- Work with the Chapter Administrator to present a tentative budget at the June annual meeting
- Present a monthly Treasurer’s report to the Board (prepared and provided by Chapter Administrator)
- Ensure Chapter Cash Flow Reports are submitted to NSPRA in October
- Serve as Secretary and take copious notes at each Board meeting, with the expectation that the minutes be disseminated to the Board in advance of each monthly Board meeting

VICE PRESIDENT OF PROGRAMS (usually a co-position)

- Support the work of the INSPRA Board; attend Board meetings regularly
- Serve as an INSPRA Ambassador to the membership
- Offer feedback to “Member Needs Help” questions
- Serve on INSPRA event committees
- Assist with writing columns for the *Illinois School Board Journal*
- Using the information shared during the Annual Planning Meeting, organize a list of Tip and Tactics topics for review
- Assign meeting dates to the selected Tips and Tactics sessions
- At least 6 weeks before a Tips and Tactics session, contact speakers (Names of qualified individuals will come from the Board, from suggestions during the previous year’s feedback sheets, or from your own sphere of influence)
- Confirm with speakers details regarding meeting locations, time, length of presentation, and A/V needs
- Write a brief synopsis of each Tips and Tactics session
- Create a Tips and Tactics overview handout
- Send thank you correspondence to all presenters
- Ensure that Tips and Tactics session flyers are available at the previous month’s event

VICE PRESIDENT OF MEMBERSHIP (usually a co-position)

- Support the work of the INSPRA Board; attend Board meetings regularly
- Serve as an INSPRA Ambassador to the membership
- Offer feedback to “Member Needs Help” questions
- Serve on INSPRA event committees
- Assist with writing columns for the *Illinois School Board Journal*
- Assign and train veteran INSPRA members to serve as mentors to new members
- Organize special meetings for new members
- Reach out to and personally welcome new INSPRA members upon joining
- Regularly review list of non-renewals/members
- Assign follow up with non-renewals/members to Regional Directors
- Send letter (written by the President) to non-renewals / potential members regarding special rates
- Assist in the updating of the membership directory

VICE PRESIDENT OF COMMUNICATIONS (usually a co-position)

- Support the work of the INSPRA Board; attend Board meetings regularly
- Serve as an INSPRA Ambassador to the membership
- Offer feedback to “Member Needs Help” questions
- Serve on INSPRA event committees
- Assist with writing columns for the *Illinois School Board Journal*
- Serve as Webmaster with Chapter Administrator for the INSPRA Website
- Assist in communication outreach efforts to membership, including social media initiatives
- Serve as liaison with editor (Linda Dawson) of the *Illinois School Board Journal* to find INSPRA writers for monthly Practical PR columns (topics assigned by the ISAB)

BOARD MEMBER AT LARGE (five positions)

- Support the work of the INSPRA Board; attend Board meetings regularly
- Serve as an INSPRA Ambassador to the membership
- Offer feedback to “Member Needs Help” questions
- Serve on INSPRA event committees
- Assist with writing columns for the *Illinois School Board Journal*

REGIONAL DIRECTOR (five positions)

- Support the work of the INSPRA Board; attend Board meetings regularly
- Serve as an INSPRA Ambassador to the membership
- Offer feedback to “Member Needs Help” questions
- Serve on INSPRA event committees
- Assist with writing columns for the *Illinois School Board Journal*
- Contact new members in the region to welcome them to INSPRA
- Contact potential members in the regional to encourage them to join INSPRA
- Contact members from the region 1-3 times each year and serve as a liaison between members/Board
- Plan a social gathering for members from the region