



INSPIRA BOARD POSITIONS AND DESCRIPTIONS (as of December 2008)

PRESIDENT

- Convene the INSPRA Board (Sept. – June) 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 in business dealings
- Provide assistance to the Officers of the Board and Regional Directors as they conduct their duties
- Assist with judging the Communications Contest
- Serve as MC at the Communications luncheon in September; help secure keynote speaker for that event
- Write letter of introduction to new members; write three columns for the Fall, Winter and Spring newsletter, INSPRATIONS
- Make sure Chapter Cash Flow Reports are submitted to NSPRA in October
- Remind Board and chapter members of other national and state deadlines
 - Such as for scholarships, presentation proposals and award nominations
- Help with INSPRA Directory, as necessary
- Assist with Triple I Joint Conference - the joint State conference of IASB, IASA and IASBO, held each November
- Help secure presenters for Tips & Tactics and roundtable speakers for the Midwest Foundations Conference
- Communicate with the national office, participating in Chapter Leader activities (such as conference calls and requests for information); prepare updates for the Regional Vice President to report semiannually to the NSPRA Board
- Serve on the Nominations Committee, along with the President-Elect
- Conduct or assist with INSPRA annual surveys (membership – anonymous and Blue Ribbon Chapter survey – not anonymous)
- Prepare or assist with Blue Ribbon Chapter survey, due in May
- Assist in the evaluation of the Chapter Administrator

PRESIDENT ELECT

- 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 events: communications contest, distinguished service awards or the foundations conference as needed.
- Serve on the Nominations Committee, along with the President
- Conduct or assist with INSPRA annual surveys (membership – anonymous, and Blue Ribbon Chapter survey – not anonymous, used to complete Blue Ribbon nomination)
- Prepare or assist with Blue Ribbon Chapter survey, due in May
- Assist in the evaluation of the Chapter Administrator

PAST PRESIDENT

- Provide assistance to make the transition to the new president as smooth as possible (including turning over electronic files of all minutes, agendas, etc.)
- Serve as counsel to the President and President Elect
- Provide advice to the Board on previous decisions as it considers new challenges (Chapter Historian)
- Serve as chair of INSPRA representation at the Triple I Joint Conference – coordinating INSPRA presentations in Chicago (3rd weekend of November)
- Assist with one other major committee (such as Communications Contest)
- Assist in the evaluation of the Chapter Administrator
- Assist with other projects on an as-needed basis

SECRETARY-TREASURER

- This is dual role that involves working closely with the INSPRA Chapter Administrator to review funds and balances, as well as the disbursement of Chapter funds as approved by the INSPRA President and Board.
- Work with the chapter administrator to present a budget at the June annual meeting.
- This person is responsible for presenting a monthly Treasurer's report to the Board, which is prepared and provided by the Chapter Administrator.
- Make sure 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 (with prior approval from the President) in advance of each monthly Board meeting.

VICE PRESIDENT OF PROGRAMS *(often a co-position)*

- Using the information shared during the INSPRA Annual Planning Meeting in the summer, organize a list of Tip and Tactics Topics for the Board to review.
- Although there are 6 meetings to organize, submit at least 10 suggestions.
- Once the 6 topics are finalized assign them to meeting dates.
- At least 6 weeks before a Tips and Tactics workshop, contact your 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.
- Send a note or e-mail to the speakers detailing where the meeting is held, what time they need to arrive, and how long they have to speak. Also inquire if they need any special presentation equipment.
- Write a short (4 line) synopsis of each topic.
- Use the information above to create a Tips and Tactics Overview handout. This flyer also needs to include the price for members and non-members, as well as whom to contact to enroll.
- Contact Chris Glatz with this information at least a month prior to the meeting.
- Two weeks before the meeting, confirm the date with the speakers.
- Create a flyer (see example) that details the highlights of the upcoming Tips and Tactics presentation. After the meeting, follow up with a thank you email to all presenters (from both the VP of Programs and the INSPRA President).
- The Overview and first flyer should be ready for distribution at the Communications Awards Luncheon in September. Send a PDF copy to Chris Glatz for e-mail broadcast as well.
- After that, each time a Tips and Tactics workshop is presented, the next meeting's flyer should be available to hand out to attendees at the previous month's event. A PDF of each flyer is also sent to Chris.

VICE PRESIDENT OF MEMBERSHIP *(usually a co-position)*

Mentor Program

- Assign and train veteran INSPRA members to serve as mentors to new members.
- Organize workshops for new members.

Serve as INSPRA welcome wagon

- Reach out and personally welcome new INSPRA members upon joining.

Member Development

- Request list on non-renewals/members at mid-year.
- Assign Regional Directors to follow up with non-renewals in their region.
- Send letter (written by the President) to all non-renewals and potential members encouraging them to join at special mid-year half-price rate.

Membership directory

- Organize and update the membership directory in October for electronic distribution in November or December.

VICE PRESIDENT OF COMMUNICATIONS

- Responsible for the production of three editions of *INSPRations*, the one page INSPRA newsletter
- Fall newsletter is printed and mailed to all Illinois public school districts; the other two editions are electronic only versions
- Responsible for the INSPRA Website unless someone else has volunteered to assist (Terri McHugh is currently serving as INSPRA Webmaster)
- 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)

REGIONAL DIRECTOR *(there are five such 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
- Contact new members in the region to welcome them to INSPRA
- Contact members from the region 1-3 times each year and act as a liaison between the members and board
- Assist with the Triple I joint conference, if possible
- Assist with writing columns for the *Illinois School Board Journal* and for *INSPRations*
- Help coordinate and plan the Annual Meeting (currently under development)
- Work with the Regional Directors to plan social INSPRA gatherings (also currently under development)

BOARD MEMBER AT LARGE *(there are four such 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 such committees as Communications Contest, Midwest Education Foundations Conference and Distinguished Service Awards
- Assist with writing columns for the *Illinois School Board Journal* and for *INSPRations*