

# INSPRA Board Position Descriptions

## GENERAL BOARD MEMBER RESPONSIBILITIES

- Support the work of the INSPRA Board; attend Board meetings regularly
- Adhere to the Chapter bylaws and strategic plan
- Offer feedback to “Member Needs Help” questions
- Assist with writing columns for the *Illinois School Board Journal*
- Encourage corporate sponsorships

## PRESIDENT

- Convene the INSPRA Board and chair all meetings
- Oversee and provide assistance to the Board Officers
- Guide the Chapter in adhering to its bylaws and strategic plan
- Attend all INSPRA events; serve as spokesperson for and representative of the Chapter
- Serve as the primary liaison between the association and its Chapter Administrator
  - Present the Chapter’s Master Working Calendar at the Annual Planning meeting
  - Evaluate the Chapter Administrator, along with the President-Elect
- Compose letters for the Co-Presidents of Membership to send to new members and non-renewals
- Communicate with the national office, participating in Chapter Leader activities; prepare and submit Chapter Report Forms to the Regional Vice President to report to the NSPRA Board by the October, February and June deadlines
- Serve on the Nominations Committee (along with the President-Elect), distribute the annual election slate, and induct the new president at the Chapter’s April general session
- Prepare the INSPRA annual survey
- Communications Contest – Serve as MC, distribute awards, and announce Golden Achievement Awards

## PRESIDENT-ELECT

- Provide assistance to the President and represent INSPRA when the President is not available
- Review the strategic plan at least twice a year
- Oversee and provide assistance to the District Directors
- Maintain and expand INSPRA’s partnerships with state and national education organizations
- Serve on the Nominations Committee, along with the President
- Evaluate the Chapter Administrator, along with the President
- Assist the President with the INSPRA annual survey
- Distinguished Service Awards – Chair the committee, serve as MC, and distribute awards (incoming President-Elect announces all award winners at the event)
- Annually update Distinguished Service Award efforts on the Chapter’s Master Working Calendar
- Annual Summer Planning meeting – Organize the event, along with the incoming President-Elect
- Communications Contest – Announce award winners at the event (President announces Golden Achievement Awards)

# INS Board Position Descriptions

## PAST PRESIDENT

- Provide assistance and counsel in the transition of the new President and President-Elect
- Oversee and provide assistance to the Directors At-Large
- Spearhead corporate sponsorship efforts
- Serve as Chapter Historian to the new Board
- Coordinate INSPRA's participation in the Triple I Joint Annual Conference
- Oversee the submission of the Chapter "Mark of Distinction" entry in May

## SECRETARY

- Take detailed minutes at each Board meeting and email the minutes from the Board meeting to Board Members within one week of the meeting
- Maintain a list of Board Member attendance at meetings
- Annually solicit Board Member profiles/photos for posting to the INSPRA website
- Maintain a document file of all official Board correspondence
- Serve on the Budget and Finance Committee with the Treasurer and Chapter Administrator
- Submit Chapter Membership List to NSPRA by the October deadline
- Submit Chapter Officer Election Results to NSPRA by the May deadline
- Remind members of state/national deadlines, i.e. presentation proposals, award nominations and NSPRA seminar scholarships
- Annually update Board activities and Chapter events on the Chapter's Master Working Calendar

## TREASURER

- Oversee all financial matters of the Board, in coordination with the Chapter Administrator
  - Review funds and balances
  - Review the disbursement of Chapter funds
  - Present a tentative budget at the Annual Planning Meeting
  - Present a monthly Treasurer's Report to the Board
  - Submit Chapter Cash Flow Report to NSPRA by the October deadline
- Submit the current Treasurer's Report to the President at least 72 hours in advance of each monthly Board meeting
- Serve on the Budget and Finance Committee with the Secretary and Chapter Administrator

## CO-VICE PRESIDENT OF COMMUNICATIONS

- Oversee communication outreach efforts to Chapter membership, coordinating with the Chapter Administrator to promote all activities (programs, events, member accomplishments, professional development opportunities, etc.) through the Chapter's various communication platforms (email, website, social media, mailings, etc.)
- Serve as webmaster for the INSPRA website in conjunction with the Chapter Administrator
- Oversee the Chapter's social media accounts
- Coordinate with the Co-Vice Presidents of Programs to host Chapter "Twitter Chats"
- Annually update communication efforts on the Chapter's Master Working Calendar

# INS *PR*A Board Position Descriptions

## CO-VICE PRESIDENT OF MEMBERSHIP

- Submit a Membership Report, including membership totals and non-renewals by district category, to the President at least 72 hours in advance of each monthly Board meeting
- Send letters (written by the President) to non-renewals and new members
- Personally contact each new INSPRA member to welcome him/her to the Chapter
- Assign and train veteran INSPRA members to serve as mentors to members new to the profession
- Organize a fall and spring meeting for new members
- Contact potential members to encourage them to join INSPRA
- Annually update membership efforts on the Chapter's Master Working Calendar
- Assist in the updating and maintenance of the membership directory

## CO-VICE PRESIDENT OF PROGRAMS

- Oversee professional development programming, including topics, speaker arrangements, event promotion, presentation needs, and the live-streaming of sessions
  - Tips & Tactics in October, December, January, February, March and April
  - INSPRATIONS Conference in November
- Following a review of the annual survey results, present a list of topics and presenters for Board approval by August 1
- Coordinate with the Co-Vice Presidents of Communications to host Chapter "Twitter Chats"
- Annually update program efforts on the Chapter's Master Working Calendar
- Coordinate additional Chapter program offerings as approved by the Board

## DIRECTORS

### **AT LARGE (*four positions*)**

- Work with the Past President to support the efforts of the Co-Vice Presidents
- Serve on an INSPRA event committee
- Serve as an INSPRA Ambassador at Chapter programs and events

### **DISTRICT (*five positions*)**

- Serve as a liaison between members/Board
- Communicate regularly with the assigned INSPRA district membership regarding Chapter activities and events
- Review the monthly Board Membership Report
  - Contact new members in the assigned INSPRA district to welcome them to the Chapter
  - Contact any non-renewals in the assigned INSPRA district to discuss why they did not renew their membership
- Participate virtual New Member Network meetings