

# IBMA BOARD ELECTIONS



Spring 2023



# CONTENTS

- Positions opening in 2023
- Job descriptions
- 2023 election calendar
- Application procedures

# Offices up for election in the spring of 2023

- ▶ **DP Vice President**
- ▶ **MYP Vice President**
- ▶ **Treasurer**

# More about the commitment

**Board Meetings** - the IBMA Board meets the day before each IBMA Coordinator meeting. These board meetings usually have a start time between 3-5pm. *(4 times per school year)*

**College Fair** - the IBMA Board usually has planning meetings prior to the College Fair. Board meetings take place the day before the fair and board members help with operating and closing up is expected. *(Saturday in March or April)*

**Networking** - VPs are responsible for coordinating the networking for their respective programs. *(several time a year with a focus on geographical balance)*

**Programing** - VPs are responsible for coordinating the programing needs for their respective programs at Coordinator meetings. *(4 times per school year)*

**Boot Camp** - VPs are responsible for working with Boot Camp leadership on identifying presenters for sessions related to their respective programs. *(Saturday in September or October)*

# Benefits for you and your school!

- ▶ **Summer IB Conference of the Americas participation covered by IBMA (registration, hotel and airfare)**
- ▶ **Unique access to vendors and free resources for your school**
- ▶ **Influence of programming to support your school**
- ▶ **Advance preparation, information and resources for IB updates and program changes**
- ▶ **Frequent and direct communication with IB America staff**

# Job description of the MYP and DP Vice Presidents

- ▶ Be knowledgeable about the current functions and regulations of the specific program.
- ▶ Work with the board and members of the program to define and execute the goals of the organization's program membership.
- ▶ Represent on the board the needs of the program.
- ▶ Lead program discussions in break-out sessions.
- ▶ Assess, advocate, and address the professional development and networking needs for that program.
- ▶ Assign someone to take minutes of the program meetings.
- ▶ Represent the organization in meetings and events that apply to the specific program.

# Job description of the IBMA Treasurer

- ▶ Attend board and coordinator meetings.
- ▶ Keep the organization's financial records including books of account.
- ▶ Maintain all membership records
- ▶ Collect membership fees.
- ▶ Manage tax status.
- ▶ Handle all financial transactions approved by the elected officers.
- ▶ Organize all accounting and budgeting procedures for the coming year.
- ▶ Render financial statements to the elected officers, members, and others when required.

# 2023 IBMA ELECTION CALENDAR

<b>FEB 10</b>	<b>FEB 21</b>	<b>FEB 24</b>	<b>MAR 3</b>	<b>MAR 4</b>
<b>Announce elections</b>	<b>Deadline to submit video</b>	<b>Voting begins</b> (link opens and shared)	<b>Voting ends</b> (link closed)	<b>Announce new officers</b>



**By February 21**

**Record a  
brief video  
of yourself  
and post to  
Flipgrid.**

The Flipgrid logo is displayed in white text on a bright green, rounded rectangular background that has a slight 3D effect with a darker green shadow on the right side.

**Flipgrid**

NO EXPERIENCE using Flipgrid?

[Click Here](#)

IF YOU HAVE EXPERIENCE using  
Flipgrid, upload your video

[Click Here](#)

Wanna see Jones's sample video?

[Click Here](#)



**On February 24**

**The IBMA membership will be provided links to watch the videos and vote for the three offices.**

**Voting will open via Survey Monkey (Link will be shared on February 24th)**

**On March 3rd**

**The voting  
window closes  
with the new  
officers being  
named that  
week.**

IBMA Board positions  
open this election  
cycle:

- ▶ MYP Vice President
- ▶ DP Vice President
- ▶ Treasurer

June 2

**IBMA Meeting**

July

**The IB Global  
Conference in  
Toronto**

**July 27-30, 2023**

New Board Members  
- mark your calendars

- ▶ MYP Vice President
- ▶ DP Vice President
- ▶ Treasurer