



# Mid-Atlantic Association of IB World Schools



## JOB DESCRIPTION – PRESIDENT-ELECT

*The Mid-Atlantic Association of IB World Schools fosters a collaborative environment for all members to serve and advocate for IB World Schools throughout the Mid-Atlantic region.*

### **Educate – Participate – Lead**

The role of President-Elect is to familiarize the office holder with the obligations and duties of the President. The President-Elect will shadow the President in all organization functions and take on any assignments delegated to the President-Elect. The President-Elect works directly with the President, Executive Director and the Educational Event Specialist.

### **The IBMA President-Elect is responsible for:**

- Lead the organization to achieve its goals for the year.
- Represent the organization at related IB events and meetings.
- Familiarize the office holder with the obligations and duties of the President.
- Attend IB-MA functions, including Executive Board meetings, Coordinator meetings, and special events, such as the College Fair and Summer Academy.
- Complete assignments delegated to the President-Elect, such as:
  - Leading ad hoc committees.
  - Planning and leading professional development.
  - Organizing workshops and/or orientation sessions.
  - Planning and organizing the IB-MA Summer Academy.
  - Assisting with the IB-MA College Fair.
- Work with the President and Educational Events Specialist to organize the annual retreat
- Delegate duties to the IB-MA Board Members as they pertain to the business operations of IB-MA and the responsibilities of the position.
- Complete other duties as they arise.
- Serve as liaison with IB Americas
- Be respectful of differing opinions
- Be open minded to diverse ideas
- Actively participate in board meetings, annual Board planning retreat and annual meeting
- Participate in annual board self - assessment
- Review Board meeting materials before the meeting



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## Time Demands (approximate)

- 1-2 hours per week on duties related to IBMA.
- The President-Elect is expected to attend all IB-MA Executive Board meetings, Coordinator meetings, the College Fair, the IB-MA Summer Academy, the IB Associations Leaders' Meeting, and any other special events that may be scheduled. As a result, the President-Elect will be away from regular duties approximately 10 days during the school year
- The President-Elect will also need to perform IBMA duties for approximately 5-7 days during the summer months including attendance at the IB Americas ARC and the Summer Academy.

## Qualifications

- Currently serves as IB Coordinator in Delaware, Maryland, Virginia or Washington, D.C. or has served as IB Coordinator in one of those states; if the latter is true, is currently in a position in an IB World School, is active in the IB Educator Network, and/or is in a position at a Central Office of a school district in which some part of the IB philosophy plays an integral role in daily duties.
- Obtains support from direct supervisor to fulfill responsibilities of the President-Elect.