



Mid-Atlantic Association of IB World Schools



JOB DESCRIPTION - PRESIDENT

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 President, acting as a single entity, is legally and ethically responsible for all activities of the organization. Individual board members have an obligation to uphold the standards of conduct set for them by the board and applicable laws.

The IBMA President is responsible for:

- Establishing the mission of the organization
- Determining how the organization carries out its mission through long-range and short-range planning and review
- Hiring, supervising, evaluating and supporting the Executive Director
- Establishing policies that ensure best practices are followed
- Ensuring legal compliance
- Acquiring and maintaining resources
 - Adopting an annual budget
 - Providing ongoing fiscal oversight
 - Engage Auditor or initiate an independent financial review
 - Review Form 990 prior to its submission
 - Insuring the organization has the financial resources necessary to carry out its mission
- Maintaining the Board
 - Recruiting new members
 - Orienting and training Board members
 - Develop Board leadership to maintain continuity and institutional knowledge
- Providing oversight to ensure the organization is making progress in achieving its mission
- Planning for and presiding over Coordinator and Board meetings
- Represent the organization at related IB events and meetings.
- Communicate organization, regional and international programs, policies and goals to the organization members.
- Resolve conflicts within the organization.
- Develop all meeting agendas.
- Create ad hoc committees as needed.
- Serve as an ex officio member of all committees.
- Lead the organization in all local, regional and international projects.
- Attend all regional and international meetings and/or conferences, or, if unavailable, send an IB-MA Board Member as a proxy.
- Maintain communications with all stakeholders.



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- 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

Time Demands (approximate)

- 2-3 hours per week on duties related to IBMA.
- The President is expected to attend all IBMA Executive Board meetings, Coordinator meetings, the College Fair, the IBMA Summer Academy, the IB Associations Leaders' Meeting, the IB Americas Annual Regional Conference and any other special events that may be scheduled. As a result, the President will be away from regular duties approximately 10 days during the school year.
- An additional 5-10 days will be required during the summer 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.