

IBMA BOARD ELECTIONS



Spring 2020

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Offices up for election in the spring of 2020

- ▶ **President-elect**
- ▶ **PYP Vice President**
- ▶ **CP Vice President**
- ▶ **Secretary**

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/Boot Camp - the IBMA Board usually has planning meetings prior to these events. Board meetings take place the day before these events and 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 IBMA President-elect

The office of President-elect is designed to familiarize the office holder with the obligations and duties of the President.* The President-elect's duty is to shadow the President in all organization functions and take on any assignments delegated to the President-elect.

*See page 3 of our Constitution (hyperlinked below) for a job description of the position of President.

[IBMA Constitution](#)



Job description of the PYP and CP 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 Secretary

- ▶ Attend board and coordinator meetings.
- ▶ Maintain all organization records.
- ▶ Record and keep minutes of all organization and board meetings and provide copies to the Executive Board.
- ▶ Handle all organization correspondence.
- ▶ Record member attendance records.
- ▶ Prepare addition and change of address information.
- ▶ Send thank you notes.

2020 IBMA ELECTION CALENDAR

FEB 7	FEB 18	FEB 19	Feb 25	Feb 26
Announce elections are opening	Deadline to submit video	Voting begins (link opens and shared)	Voting ends (link closed)	Announce new officers

By February 18

**Produce a
brief video
of yourself
and post to
....?**

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Wanna see Bassett's sample video?

[Click Here](#)

On February 19

The IBMA membership will be provided links to watch the videos and vote for the four new officers.

Voting will open via Survey Monkey

<https://www.surveymonkey.com/r/ZG28NKC>



On February 25

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

IBMA Board positions
opening up this
month...

- ▶ President-elect
- ▶ PYP Vice President
- ▶ CP Vice President
- ▶ Secretary

On March 27

**IBMA Meeting at
DCI**

On March 28

**IBMA College Fair
at Robinson SS**

New Board Members
- mark your calendars

- ▶ President-elect
- ▶ PYP Vice President
- ▶ CP Vice President
- ▶ Secretary

Last week of May

IBMA Board Retreat

Exact date: TBD
Location: TBD

New Board Members
- mark your calendars

- ▶ President-elect
- ▶ PYP Vice President
- ▶ CP Vice President
- ▶ Secretary