

IBMA BOARD ELECTIONS



Spring 2022



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Offices up for election in the spring of 2022

- ▶ **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 - 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 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.

2022 IBMA ELECTION CALENDAR

| FEB 3 | FEB 14 | FEB 18 | 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 |

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Flipgrid

By February 14

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

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Flipgrid, upload your video

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On February 18

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

Voting will open via Survey Monkey (Link will be shared on February 18th)

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

June 3

IBMA Meeting

July

**IBMA Board
Retreat during
the ARC in San
Diego**

July 16-19, 2022

New Board Members
- mark your calendars

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