



CALL FOR NOMINATIONS FOR OPEN BOARD POSITIONS

Illinois PTA invites your recommendations for the State Board of Directors for the 2017-2019 term unless otherwise indicated. If you are interested in serving in one of these positions, please complete the attached letter of interest and advisory recommendation form.

All board members are to:

- prepare articles within the scope of their position for the Illinois PTA One Voice Blog
- prepare timely and informative workshops for the Illinois PTA Convention
- serve on additional state committees and Convention committees as may be assigned by the President
- attend meetings of the state board of directors*. Those meetings are held for 2-3 days usually in Summer, Fall, Winter and in Spring, which includes a Pre-Convention board meeting, Convention, and responsibilities related to convention, a Post-Convention board meeting, and the orientation meeting, which is held prior to August 1. *Non-voting board members and Board Development and Nominating Committee General Members, only attend board meetings when notified by the State President; and
- attend the meetings of and work with cooperating agencies assigned to them, and report back to the association regarding any action needing to be taken.

Directors do not work alone. Their department vice president and other state board members support them in their work. Expenses of board members related to their work on behalf of the State Board of Directors are reimbursed according to appropriate budget and finance guidelines.

Voting Member of the State Board of Directors (elected by the Convention delegates):

Officers:

- President-Elect Incumbent is not eligible for re-election
- Vice President of Field Operations Incumbent is not eligible for re-election
- Vice President of Program Services Incumbent is eligible for re-election
- Treasurer Incumbent is eligible for re-election
- Secretary Incumbent is eligible for re-election

Non-Voting Member of the State Board of Directors (elected by the State Board of Directors):

Program Directors

- Cultural Arts – Incumbent is not eligible for re-election
- Education Issues (vacant)
- Environmental Concerns (vacant)
- Family and Community Engagement (vacant)
- Health (vacant)
- Juvenile Protection & Safety Incumbent is eligible for re-election
- Resolutions Incumbent is eligible for re-election
- Scholarship (vacant)

Board Development and Nominating Committee (elected by the convention delegates):

- State Board member (2 positions for 2017-2019 and 1 position for 2016-2018 to fill a vacancy)
- General member (1 position for 2017-2019)

Below is a brief description of each position:

President-Elect becomes the Illinois PTA President upon completion of their term. The President-Elect serves as a special assistant to the Illinois PTA President, oversees the legislation policies committees, and handles any duties assigned by the President. The President-Elect must have served on the State Board of Directors.

Vice President of Field Operations oversees the Region Directors (RDs) and District Directors (DDs) and assists them with their work. The Vice President of Field Operations also approves all materials sent out by RDs, serves as a liaison between the executive committee and the region directors' conference, and is responsible for any region without a RD and any district without a DD when there is not an RD for that area.

Vice President of Program Services oversees the directors of the Illinois PTA committees except the legislation policies committee and the Board Development and Nominating Committee. The Vice President of Program Services approves all plans of work and materials sent out by committee directors under their supervision; serves as a liaison between the committee directors and the executive committee; and is responsible for the work of those committees where the directorship is vacant.

Treasurer oversees the financial transactions of the Illinois PTA in conjunction with the state office. The Treasurer keeps a complete set of books of budgeted accounts; registers signatures on all financial accounts, secures all account forms, fills out authorizations, and secures signature of the president and secretary; disburses the funds only in accordance with the budget adopted by the Convention and as authorized by the State Board of Directors; presents financial reports at the State Convention, meetings of the State Board of Directors, and the Executive Committee; serves as director of the budget and finance committee, the office policy and personnel committee, and as director of the Endowment Fund trustees; and serves as a consultant to Convention General Arrangements Committee.

Secretary maintains all books and papers relating to the transactions of the Illinois PTA. The Secretary keeps minutes of the Annual Convention, state board of directors and executive committee meetings, and the legislation policies committee meetings; maintains an accurate eligibility list of all state board directors; and conducts official correspondence of the Illinois PTA.

Education Issues director tracks both state and national issues related to children's education, including the work of the Illinois State Board of Education and the Department of Education. The director provides information to state board members and local units regarding these issues and assists in developing legislation policies for the Illinois PTA.

Environmental Concerns director educates local units on environmental issues, particularly those related to schools and children; administers the annual Environmental awards; works with local units in developing programs; and represents the Illinois PTA with cooperating agencies as directed by the executive committee.

Family and Community Engagement director works with local units on engaging parents and families in their children's education; administers the annual Parent Engagement awards; works with local units in developing programs; and represents the Illinois PTA with cooperating agencies as directed by the executive committee.

Health director works with the local units on issues involving the health of children and families; administers the annual Healthy Kids awards; works with local units in developing programs; and represents the Illinois PTA with cooperating agencies as directed by the executive committee. The director should have a background in health.

Juvenile Protection/Safety director educates local units on issues of safety and protection of children; administers the annual Juvenile Protection and Safety awards. The director should have a firm understanding of the current safety issues for children and be familiar with the juvenile justice system.

Resolutions director oversees the resolution process for the Illinois PTA. The director issues the call for resolutions; prepares the necessary information regarding resolutions for inclusion in local unit materials; directs the screening of resolutions by the legislation policies committee and presents them to the State Board of Directors; and presents resolutions to the Convention delegates that have been approved for presentation. The director is responsible following the adoption of resolutions by the Convention delegates to assign, after consulting with the appropriate executive committee members, resolutions to the appropriate program director for implementation; to work with the submitting unit and legislation chairmen to have legislation introduced, when resolutions have legislative intent; and to consult with the legislation director on promoting lobbying activities for passage of such legislation.

Scholarship director oversees the Illinois PTA scholarship program and scholarship fund. The director develops a campaign to generate funding for the scholarship program; notifies all scholarship recipients; directs the administrative and promotional activities of the Illinois PTA scholarship fund; is responsible for necessary preparation of IRS forms; keeps accurate files of scholarship program information; prepares a complete report of the status of the Illinois PTA scholarship fund annually and presents it to the State Board of Directors and to the Convention body for their consideration; and sees that the policies of the Illinois PTA Scholarship program are carried out by the scholarship selection committees and all current scholarship recipients.

Board Development and Nominating Committee General and State Board Members serve on the committee charged with reviewing letters of interest and nominating forms of those interested in serving on the State Board of Directors as officers, director of standing committees and Board Development and Nominating Committee members. Members of this committee are also charged with traveling (reimbursed) to observe individuals as they work in their local units, councils, and in other capacities.