



CALL FOR NOMINATIONS FOR OPEN BOARD POSITIONS

Illinois PTA invites your recommendations for the State Board of Directors for 2019-2021 term unless otherwise indicated. Below is a list of open positions and a brief description of responsibilities for each position. If you are interested in serving or would like to recommend an individual with their permission, please complete a letter of interest and submit to the Board Development Nominating Chairman (BDNC) via email to bdncchairman@illinoispta.org prior to October 15, 2018 for consideration to be the slated nominee.

The Letter of Interest can be found at <https://illinoispta.org/wp-content/uploads/2018/09/boardopportunities.pdf>.

Elected by Convention Delegates - Board Development and Nominating Committee (BDNC) for the 2019-2021 term.

- State Board Member (2 positions) – Both Incumbents are eligible
- General Member (1 position) – Incumbent is eligible

Elected by State Board of Directors – (Non-Voting Board Members) for the 2019-2021 term.

- Cultural Arts – Incumbent is eligible
- Education Issues
- Environmental Concerns – Incumbent is eligible
- Family and Community Engagement
- Health
- Juvenile Protection & Safety
- Marketing
- Resolutions – Incumbent is not eligible
- Scholarship – Incumbent is eligible

Elected by the State Board of Directors to fill a current vacancy for remainder of the 2018-2020 term.

Voting Board Members

_____ Leadership Development

_____ Membership

Elected by State Board of Directors to fill current vacancies for remainder of the 2018-2020 term –

Board Development & Nominating Committee (BDNC) –

_____ State Board Member (1 position)

_____ General Member (2 positions)

(continue for position descriptions)

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 1-2 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 (BDNC) General Members, only attend board meetings when notified by the State President; and

Program 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.

Cultural Arts

- reports to the Vice President of Program Services;
- prepares the PTA Reflections Program materials for the Local Unit Packet and provides additional information as necessary;
- prepares the materials for the District Directors/Region Directors for judging;
- prepares winning entries for submission to the National PTA for judging;
- promotes and educates local units on the importance of cultural arts, particularly those related to schools and children; and
- notifies all Illinois PTA winners with an invitation to the Reflections Award Ceremony.

Education Issues

- reports to the President-Elect;
- serves as a member of the Legislation Policies Committee;
- tracks both state and national issues related to children's education, including the work of the Illinois State Board of Education and the U. S. Department of Education;
- provides information to state board members and local units regarding these issues, and
- assist in developing legislation policies for the Illinois PTA.

Environmental Concerns

- reports to the Vice President of Program Services;
- promotes and educates local units on environmental issues, particularly those related to schools and children;
- administers an awards program, if applicable; and
- work with local units in developing programs.

Family & Community Engagement

- reports to the Vice President of Program Services;
- work with local units on engaging parents and families in their children's education;
- administers an awards program, if applicable; and
- works with local units in developing programs.

Health

- reports to the Vice President of Program Services;
- works with the local units on issues involving the health of children and families;
- administers an awards program, if applicable; and
- work with local units in developing programs.

Recommendation: this director should have a background in health.

Juvenile Protection & Safety

- reports to the Vice President of Program Services;
- promotes and educates local units on issues of safety and protection of children;
- administers an awards program, if applicable; and
- has a firm understanding of the legal system as it relates to juveniles and of current safety issues for children.

Leadership Development

- reports to the Vice President of Program Services;
- is responsible for the development and budget of the leadership program of the Illinois PTA;
- must have taken the Illinois PTA courses, and Train the Trainers; have knowledge of best practices in training and presentation, and have the ability to use technology to develop new training materials;
- promotes all PTA courses;
- administers the course participation incentive program;
- arranges Train the Trainers workshops;
- develops leadership tools and courses; and
- is responsible for statewide leadership conferences.

Marketing

- reports to the Vice President of Program Services;
- develops, in consultation with President and appropriate board members, an on-going marketing program for the Illinois PTA;
- oversees Illinois PTA social media sites, including but not limited to: Facebook, Twitter, Instagram, Pinterest;
- coordinates work with state office;
- promotes programs, grants, events, resources, legislation, awards, trainings, deadlines and convention;
- creates and posts blog articles, press releases, and media alerts; and
- develops in consultation with appropriate Vice President, a training module on resources and promotional materials for use by local units, councils, districts and regions.

Membership

- reports to the Vice President of Program Services;
- develops an on-going membership campaign strategy that encompasses recruitment, engagement and maintenance of members;
- administers any annual membership awards programs;
- promotes values and benefits of membership in the Illinois PTA;
- chairs the membership committee;
- provides information to the Illinois PTA Marketing Director, with regard to current membership activity;
- collaborates with board members to successfully implement adopted, on-going membership strategies;
- submits monthly reports to Region and/or District Directors; and
- communicates regularly with Membership Chairmen at the local unit level.

Resolutions

- reports to the President-Elect;
- serves as a member of the Legislation Policies Committee;
- administers the resolution process of the Illinois PTA;
- issues the call for resolutions; prepares the necessary information regarding resolutions for inclusion in local unit materials;
- facilitates resolutions preparation by submitting unit, as necessary;
- directs the screening of resolutions by the Legislation Policies Committee for presentation to the State Board of Directors;
- presents resolutions to the convention delegates which have been approved for presentation;
- is responsible, in consultation with the Legislation Policies Committee, for assignment of adopted resolutions to the appropriate program director for implementation;
- works with the submitting unit and Legislation Chairmen to have legislation introduced, when resolutions have legislative intent; and
- consults with the Legislative Advocacy Director to promote lobbying activities for passage of such legislation.

Scholarship

- reports to the Vice President of Program Services;
- oversees the Illinois PTA Scholarship Program and Scholarship Fund;
- 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;
- 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 at the pre-convention meeting and to the delegates at the annual convention;
- presents to the convention body for their consideration, the program and budget as approved for presentation by the State Board of Directors; and
- sees the policies of the Illinois PTA Scholarship Program are carried out by the district scholarship selection committees and all current scholarship recipients.