

CALL FOR NOMINATIONS FOR OPEN EXECUTIVE COMMITTEE POSITIONS

Illinois PTA invites your recommendations for the Executive Committee positions for the 2019-2021 term. Below is a list of positions and a brief description of the 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>.

2019-2021 Term (Elected by Convention Delegates)

- I. President-Elect – Incumbent not eligible
- II. Vice President of Operations – Incumbent is eligible
- III. Vice President of Programs – Incumbent is eligible
- IV. Secretary – Incumbent not eligible
- V. Treasurer – Incumbent is eligible

Below is a brief description of each position:

President-Elect

- serves as a special assistant to the President;
- serves as a member of the Executive Committee;
- reports directly to the President;
- is responsible for the Legislation Policies Committee,
- approves materials prepared by the Legislation Policies Committee;
- approves materials prepared by the Legislative Advocacy Director and the Resolutions Director;
- is responsible for any duties assigned by the President;
- must have served at least one (1) year on the state board, prior to election; and
- become the Illinois PTA President upon completion of term.

Vice President of Field Operations

- serves as a member of the executive committee
- reports directly to the President;
- facilitates and assists in the work of the Region Directors (RDs) and District Directors (DDs);
- approves all materials sent out by RDs;
- serves as a liaison between the Executive Committee and the Region Directors; and
- responsible for any region without a Director and/or any district without a Director when there is no Region Director.

Vice President of Program Services

- serves a member of the Executive Committee;
- reports directly to the President;
- facilitates the Program Directors and committees of the Illinois PTA , with the exception of the Legislation Policies Committee and the Board Development and Nominating Committee;
- approves all plans of work and materials sent out by Program Directors supervised;
- serves as a liaison between the Program Directors and the Executive Committee; and
- is responsible for the work of those committees where a vacancy exists.

Secretary

- serves as a member of the Executive Committee;
- reports directly to the President;
- records and maintains official documents of the Illinois PTA, which are kept on file in the offices of the association, including but not limited to minutes, reports, recommendations from the Executive Committee meetings, Board of Directors meetings, and convention as well as any contracts signed;
- records and maintains the minutes of all meetings of the Illinois PTA, including the annual convention, State Board of Directors, the Executive Committee and the Legislation Policies Committee meetings; records/minutes of all official meetings include any/all documents presented to the board for consideration;
- records verbatim all motions made at any of the above mentioned meetings including any amendments thereto, and the final disposition of the motion;
- maintains an accurate eligibility list of all State Board Directors; and
- conducts official correspondence of the Illinois PTA as directed by the Executive Committee.

Treasurer

- serves as a member of the Executive Committee;
- reports directly to the President;
- oversees the financial transactions of the Illinois PTA in conjunction with the state office;
- maintains a complete set of books of budgeted accounts;
- registers signatures on all financial accounts, secures all account forms, completes authorizations, and secures signature of the president and secretary;
- disburses funds only in accordance with the budget adopted by the convention delegates and as authorized by the State Board of Directors;
- presents financial reports at the meetings of the Illinois PTA including the state convention, the State Board of Directors, and the Executive Committee;
- serves as director of the Budget and Finance Committee, and the Office Policy and Personnel Committee;
- serves as director of the endowment fund trustees; and
- serves as a consultant to convention General Arrangements Committee.