

## **BASIC VOLUNTEER RESPONSIBILITIES & NOMINATION/APPLICATION FORM FOR AN ILEA CHAPTER**

### **BASIC VOLUNTEER RESPONSIBILITIES FOR CHAPTER LEADERSHIP POSITIONS**

#### **Board of Directors At -Large-Member**

A Director must agree to fulfill any chapter and/or committee assignments as requested by the President; must attend the meetings of the Board; abide by the ILEA Principles of Professional Conduct and Ethics; and abide by the ILEA Bylaws. Directors must be voting members in good standing of the Society at the time of nomination, election to office and throughout their term of office.

Chapter Board of Director members are strongly encouraged to attend Chapter Leadership meetings held in August in conjunction with the ILEA Live Conference, and in January at The Special Event.

**Reports directly to:** President, Members of the chapter and Regional Vice President

#### **President**

The President shall perform the duties usually assigned to this office. He/she shall preside at all meetings, or in his/her absence the President-Elect, or in his/her absence a designated VP. He/she shall appoint all committees with the approval of the Board of Directors and shall be an ex-officio member of all committees except the Nominating Committee.

The Chapter President is strongly encouraged to attend the Chapter Leadership meetings normally held in August in conjunction with the ILEA Live Conference, and in January at The Special Event.

He/she shall also serve as the liaison between the chapter and ILEA Headquarters via the Regional Vice President. The President shall abide by the ILEA Principles of Professional Conduct and Ethics and abide by the ILEA Bylaws.

**Other duties may include:** Follows up with committee chairpersons to ensure that goals are being accomplished; creates agendas for Board meetings; serves as the official spokesperson for the Chapter; works in conjunction with the Chapter Board of Directors to produce goals/plan of work for the year; writes President's Message for chapter newsletter; attends as many ILEA functions as possible; completes and returns Monthly Chapter Reports to ILEA Headquarters by the 15<sup>th</sup> of the following month; set up passing of the gavel night.

**Reports directly to:** Chapter Board of Directors and Regional Vice President

#### **President-Elect (serves as Secretary and Treasurer)**

The President-elect shall, in the absence of the President, have all powers and perform all duties of the President except where precluded by law. The President-Elect shall abide by the ILEA Principles of Professional Conduct and Ethics and abide by the ILEA Bylaws

The Chapter President-Elect is strongly encouraged to attend the Chapter Leadership meetings normally held in August in conjunction with the ILEA Live Conference, and in January at The Special Event.

**Other duties may include:** Assists President in his/her capacity of ex-officio member on each committee; takes on special projects as assigned by the President, i.e. fund raising, promotional events, etc.

**Reports directly to:** Chapter President and Chapter Board of Directors

The President Elect shall also serve as the chapter Secretary and Treasurer

Secretary Duties:

The Secretary shall be responsible for recording the minutes of all meetings of the Chapter's Board of Directors. He/she will be responsible for the distribution of these minutes to the Chapter President who will distribute to ILEA Headquarters monthly; issue notices of all meetings of the Board of Directors; write official letters as the Chapter may designate; maintain and preserve a record of the proceedings and history of the Chapter. The Secretary shall abide by the ILEA Principles of Professional Conduct and Ethics and abide by the ILEA Bylaws

**Other duties may include:** Serve as Historian for the Chapter

**Reports directly to:** Chapter President and Chapter Board of Directors.

Treasurer Duties:

The Treasurer shall receive and deposit all Chapter funds in the name of the Chapter in a bank or trust company as approved by the Board of Directors. He/she shall be responsible for preparation of the Chapter budget for submission to the Board of Directors for approval, and make regular financial reports to the Board of Directors at their meetings, to be incorporated in the permanent record of the chapter. He/she shall also be responsible for submitting monthly and year-end financial reports to ILEA Headquarters as required. The Treasurer shall abide by the ILEA Principles of Professional Conduct and Ethics and abide by the ILEA Bylaws

**All funds withdrawn from the Chapter accounts must require the signature of the President and/or the Treasurer.**

The Treasurer shall deliver to his/her successor in office all funds, books, documents, vouchers and other property of the Chapter, which he/she may have in his/her possession and/or for which he/she is accountable.

**Reports directly to:** Chapter President and Chapter Board of Directors.

### **Vice President of Education and Programs**

Shall oversee all educational activity, all program activity for the Chapter's regular meeting and be responsible for all and any committee activity pertaining to education in the Chapter. This includes hospitality and site selection. Also responsible for seeing that attendance at all Chapter programs are recorded via appropriate form for the certification program (CSEP), and that forms are forwarded to ILEA Headquarters in a timely fashion with a copy of the

meeting notice attached. The Vice President of Education and Programs shall abide by the ILEA Principles of Professional Conduct and Ethics and abide by the ILEA Bylaws  
The Vice President of Education and Programs is strongly encouraged to attend the Chapter Leadership meetings normally held in August in conjunction with the ILEA Live Conference, and in January at The Special Event.

**Other duties may include:** Chairs the local Education and Programs Committee; oversees special educational endeavors of the Chapter; selects appropriate topics and speakers; takes meeting reservations; coordinates any special activities to be conducted at Chapter meetings; responds to ILEA Headquarters regarding regional programming plans by ILEA Headquarters; coordinates on-site registration efforts; communicates with other ILEA Chapters for ideas regarding programming.

**Reports directly to:** Chapter President and Chapter Board of Directors

### **Vice President of Membership**

Shall oversee all membership activity and be responsible for any and all committee activity pertaining to membership in the Chapter. He/she shall also be responsible for recording and maintaining the list of members and the addresses/emails of members and shall be responsible for promulgating changes and amendments. The Vice President of Membership shall abide by the ILEA Principles of Professional Conduct and Ethics and abide by the ILEA Bylaws

The Vice President of Membership is strongly encouraged to attend the Chapter Leadership meetings normally held in August in conjunction with the ILEA Live Conference, and in January at The Special Event.

**Other duties may include:** Keeps the Chapter stocked with appropriate membership materials from ILEA Headquarters and takes them to all Chapter programs; keeps a current list of prospective members for recruitment/marketing efforts; chairs the local membership committee; sends local correspondence to welcome new members; contacts members who have not renewed their membership; reports in local newsletter regarding membership promotions, etc; surveys the membership regarding opinions and attitudes of the Chapter and Headquarters.

**Reports directly to:** Chapter President and Chapter Board of Directors.

### **Vice President of Communication**

Shall oversee all communication activity for the Chapter. The Vice President of Communication shall abide by the ILEA Principles of Professional Conduct and Ethics and abide by the ILEA Bylaws

The Vice President of Communication is strongly encouraged to attend the Chapter Leadership meetings normally held in August in conjunction with the ILEA Live Conference, and in January at The Special Event.

**Other duties may include:** Distributes Board and Chapter meeting notices, newsletters, coordinates web site materials and updates; prepares promotional materials for programs and mailing to membership in a timely fashion; submits information regarding meetings for



press releases; communicates with other ILEA Chapters for ideas regarding chapter communication.

**Reports directly to:** Chapter President and Chapter Board of Directors.