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## **Duties and Expectations of IASC Executive Board Members**

### **GENERAL DUTIES OF IASC EXECUTIVE BOARD MEMBERS**

1. Attend as many IASC functions as possible, including all executive board meetings, and the IASC convention.
2. Be prepared to give carefully organized reports at all executive board meetings.
3. Be alert to the ideas, needs, and problems of the association. Introduce new ideas for projects at the state board meetings.
4. Be prompt to all meetings. Inform the President and Executive Director of absences.
5. Check IASC email account on a regular basis and respond to emails as needed in a timely manner.
6. Fulfill required responsibilities in order to maintain the high standards of the IASC.
7. Maintain a file of all activities during the term of office and present this to the successor within two weeks of the end of the IASC State Convention.
8. Be prepared to assist at all workshops and the IASC State Convention as requested.
9. Write articles and meet deadlines for the Reporter as requested.
10. Secure certificates for the IASC State Convention.

### **EXPECTATIONS OF IASC EXECUTIVE BOARD MEMBERS**

1. Candidates for the Executive Board of the IASC must be considered exceptional. It is expected that the individual and the advisor have exhibited an interest in District, State, and National Student Council programs before considering becoming Executive Board members.
2. Upon becoming a member of the IASC Executive Board, there are certain expectations including time and money for travel to student council as well as the "hidden costs" to a school (telephone, fax machine, copy work, and postage). In addition, members of the IASC Executive Board must be willing to make sacrifices in terms of local commitments.
3. Some sacrifices must be understood also. It is obvious that in order to participate as an effective board member, a time commitment is necessary. The student may find that this has some effect on academic achievement. It is usually necessary to curtail some local activities such as athletics, local council projects and offices, music, and the number of hours employed.
4. To be an effective board member, an individual must have the support and consent of the principal, advisor, fellow student council members and family.
5. Students and advisors elected or appointed to the board will be required to attend board meetings and remain overnight if necessary.
6. Be an example of good citizenship at all activities and uphold the IASC Code of Conduct.
7. Be rested for all meetings. Each meeting involves a high degree of concentration for several weekends throughout the year.

## **DUTIES OF THE PRESIDENT**

1. Preside at all board meetings. With the help of the President's advisor and Executive Director, prepare and distribute agendas to all board members two weeks prior to each meeting.
2. Compile a directory of district officers and advisors including e-mail addresses and distribute copies to all IASC Executive Board members.
3. Speak to the summer workshops attendees.
4. Prepare a calendar of IASC events by the first Board meeting. .
5. From The Governor of Illinois, request a Proclamation for Student Council Week which will be distributed at the IASC State Convention.
6. Maintain the three-year state service project until its expiration or consult with executive board for a new project upon expiration. Or, in the case that a school makes a proposal to sponsor the IASC State Service Project and the IASC Executive Board accepts it, oversee the program.
7. Inform schools about submitting Constitutional Amendments. Make an amendment proposal form available to all schools and collect amendments by January 1st, to be considered at the Executive Board Meeting immediately following.
8. In the event that a district is deemed "inactive" by the definition stated in Section X the President shall use the district membership funds, which are withheld by the Association, to organize a workshop in that district, under the advice of the Workshop Director.
9. Send congratulatory emails to all district presidents and offer the assistance of the IASC.
10. Invite all District Presidents and Liaisons to all state board meetings.
11. Operate the IASC State Convention efficiently. Preside at general sessions as directed by the IASC Executive Board, at District Presidents' meeting and prepare the "President's Message" for the general session.
12. The President, if directed by the executive board, shall attend a national conference. The IASC Executive Board will pay for registration only.
13. The President only votes in the case of a tie.
14. Chair district-state officers' meeting at the IASC State Convention.
15. Write the "President's Column" for each issue of the Reporter.

## **DUTIES OF THE FIRST VICE-PRESIDENT**

1. Preside in the absence of the president.
2. Assist the president in fulfilling her/her presidential duties.
3. Review and revise all documents before the first board meeting.
4. Present a report of the applications submitted for the second board meeting with recommendations on students to be approved for these positions.
5. Send acceptance and denial emails as appropriate to all applicants no later than two weeks after the November board meeting.
6. Coordinate the Credentials Committee.
7. Provide training for DGLs and RMs before the convention.
8. Meet with discussion group leaders, recorders, and committees at the IASC State Convention.
9. Supervise the IASC Officer Candidate Q&A at the IASC State Convention.
10. Participate in the district-state officers' meeting at the IASC State Convention.

### **DUTIES OF THE SECOND VICE-PRESIDENT**

1. Review and revise all documents before the first board meeting.
2. Prepare a report of the applications submitted for the second board meeting and recommendations for students to be approved for these positions.
3. Send letters of acceptance and denial to all applicants as appropriate no later than two weeks after the November meeting.
4. Work closely with accepted students to ensure that their projects are completed for the IASC State Convention.
5. Work closely with the Convention Secretary to coordinate display areas for Hall of Ideas.
6. Participate in the district-state officers' meeting at the IASC State Convention.

### **DUTIES OF THE SECRETARY**

1. Take minutes at all IASC Executive Board meetings and prepare copies for all executive board members; send approved minutes to District Presidents immediately following each meeting.
2. Review and revise all documents before the first board meeting.
3. Be responsible for training the Honor Book Evaluation Committee as directed by the Executive Board. Work with the Secretary's advisor to assist the Honor Council Committee in their work at the IASC State Convention.
4. Participate in the district-state officers' meeting at the IASC State Convention.
5. Present awards of appreciation at the banquet.

### **DUTIES OF THE MEMBERSHIP DIRECTOR**

1. Be responsible for IASC membership; prepare current membership lists for each executive board meeting.
2. Coordinate with districts about membership updates.
3. Complete all membership mailings.
4. Create and send membership certificates to member schools.
5. Stay in contact with Associate Executive Director.

### **DUTIES OF THE PUBLIC RELATIONS DIRECTOR**

1. Work with the Communications Director and complete tasks as directed.
2. Obtain news articles for the Reporter on the IASC website. These articles should be submitted by members of the IASC Executive Board, district officers, and member schools.
3. Maintain contact with all Executive Board members to secure information to be placed on the website.
4. Promote IASC events and goals through various means of communication and maintain IASC social media accounts.
5. The Public Relations Director shall produce a paper Reporter for the IASC State Convention.

## **DUTIES OF THE CONVENTION SECRETARY**

1. Make all necessary arrangements with the IASC State Convention hotel in conjunction with the Associate Executive Director. This should include meeting dates, programs, room usage, room rates, meal menus, and costs. Be sure that the hotel management understands the needs of the IASC.
2. Send the first IASC State Convention email at least two months prior to the convention. This email should contain: letter from the Convention Secretary, the Convention Secretary's Advisor, registration form, hotel room reservation form, and tentative convention schedule.
3. Send a confirmation as registrations are received. The confirmation should include the following: receipt for registration, meals, final instructions on registration procedures, and other information as directed by the IASC Executive Board.
4. Arrange for all entertainment at the IASC State Convention, except speakers.
5. Have all convention materials printed or available electronically for convention delegate and advisors.
6. Prepare IASC State Convention materials for all delegates and registered advisors prior to the State Convention.
7. Serve as Master of Ceremonies at the IASC State Convention banquet.
8. Prepare a convention budget to be approved at the first board meeting. This budget will reflect income and expenditures relating to the convention.
9. The IASC State Convention monies will be audited for convention expenses. All income and expenditures must be presented to the auditor, unless handled through a school activities account as soon as possible after the completion of the IASC State Convention.