



IPRA A&F Section Board Position Nomination Application

All officers chosen from the Administration and Finance Section membership shall oversee all operations of the section board of the Administration and Finance Section. The Section Board shall supervise and direct the activities of the section within the established IPRA Section Guidelines. The Administration and Finance Section Board will consist of 5 members. The officers of the Section shall consist of a Director, Director-Elect, Treasurer, Secretary, and Membership Council Representative.

Board Candidate Interest Form

NAME

TITLE

AGENCY

ADDRESS

CITY

ZIP

PHONE

EMAIL

ELIGIBILITY:

Section Board members must be an IPRA Professional Member and a member of Administration and Finance Section for at least one year.

Years of IPRA Membership (1 Year Minimum Required) _____

Years of A&F Section Membership (1 Year Minimum Required) _____

POSITIONS FOR ELECTION

- Director-Elect (2-Year Term)
- Treasurer (2-Year Term)
- Membership Council Representative (3-Year Term)



Characteristics and Attributes of an ideal IPRA Section Board Member

Proven Performance

Leadership requires knowledge, talent, skill, vitality and the desire to make a difference. In the association environment that translates into a solid track record of contribution to the success of programs, projects or events.

Commitment

Serving as an association leader is both an honor and a reward, but it requires a demonstrated commitment of the organization and its mission and goals.

Time to Serve

Participating fully in association activities requires extra time to prepare for and travel to meetings.

Understanding of Team Work

Many people contribute their efforts toward the realization of the association's strategic plan. Well developed interpersonal and communication skills are essential to effective teamwork.

Communication

By virtue of the positive current leaders are mentors and teachers to future leaders. Enthusiasm for serving the association is an important ingredient that leaders must be able to pass on to their successors.

Ability to Subordinate Special Interests

IPRA Section Board Member Position Descriptions

Director – The Director shall act as the official representative of the Section Board. The Director shall act as the presiding officer at the meetings of the Board and general meetings of the Section. The Director shall be an official member of all Section committees and perform other duties as necessary to the office as prescribed by the IPRA Board of Directors. The term is one (1) year. This position is filled by the Director-Elect.

Director-Elect – The Director-Elect of the Section is an elected position who serves a two (2) year term (first year as Director –Elect and second year as Director). The Director-Elect is responsible to assist the Director with all Section operations and must be a member of the section, serve as a member of the section board or have two (2) years' experience as a chair/co-chair for an IPRA committee or section committee. The Director-Elect will also serve as the chair of the section's Nominations and Election Committee.

Secretary – The Secretary shall be responsible for the recording and maintaining section minutes and assist the Director with other recording keeping duties. The Secretary must be a member of the section and will serve a one (1) year term.



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Treasurer – The Treasurer shall be responsible for preparing the section budget for recommendation to the section board, verifying expenditures within the approved budget, and providing financial updates as provided by IPRA staff to the section at their section meeting. The treasurer must be a member of the section and will serve a two (2) year term.

Membership Council Representative – The IPRA Membership Council Representative is an elected position by the section membership. The term of office shall be three (3) years. The position involves representing the Administration and Finance Section on the Membership Council. This individual must be a member of the section and hold a certification such as CPRP, CPRE, CTRS, etc. that requires continuing education.

Leaders often emerge because of their special expertise or effective representation of a specific constituency. Leadership, however, may require subordinating those interests for the great good of the association.