



Mid-Atlantic Association of IB World Schools



JOB DESCRIPTION – VICE PRESIDENTS

The Mid-Atlantic Association of IB World Schools fosters a collaborative environment for all members to serve and advocate for IB World Schools throughout the Mid-Atlantic region.

Educate – Participate – Lead

The Vice-President for the Diploma Programme, the Vice-President for the Middle Years Programme, the Vice-President for the Primary Years Programme, and the Vice-President for the IBCC must be as knowledgeable about all organization activities as the President. This allows the Vice-Presidents to step into the office when the President or President-Elect is absent or unable to serve. In the absence of the President and President-Elect, the Vice-Presidents in the order listed in Article V of the IB-MA Constitution shall exercise all the duties and functions of the President.

The President, acting as a single entity, is legally and ethically responsible for all activities of the organization. Individual board members have an obligation to uphold the standards of conduct set for them by the board and applicable laws.

The IBMA Vice-Presidents are responsible for:

- Attending all Board and Coordinator meetings.
- Actively participate in board meetings, annual Board planning retreat and annual meeting
- Keeps current on functions and regulations of their specific programme and represents the needs of the programme on the Board.
- Works with the Board and members of the programme to define and execute the goals of the organization's programme membership.
- Collaborates with Educational Events Specialist and Members-at-Large to plan professional development for membership meetings.
- Delivers professional development sessions when needed.
- Plans for and facilitates programme discussions in break-out sessions.
- Collaborates with the Executive Director and Educational Event Specialist to schedule networking sessions for members.
- Represents the organization in meetings and events that apply to the specific programme.
- Participate in IBMA functions (Summer Academy, College Fair, etc.)
- Serves as an active, voting member of the Board of Directors.
- Communicate organization, regional and international programs, policies and goals to the organization members.
- Be respectful of differing opinions
- Be open minded to diverse ideas



Mid-Atlantic Association of IB World Schools



- Actively participate in board meetings, annual Board planning retreat and annual meeting
- Participate in annual board self - assessment
- Review Board meeting materials before the meeting

Time Demands (approximate)

- 3-4 hours per week on duties related to IBMA
- Attendance at all IBMA Executive Board meetings and Coordinator meetings. This will average about 8 days away from regular duties during the school year.
- Attendance at, and assistance with other IBMA functions as appropriate. These include, but are not limited to the Summer Academy, College Fair and Orientation Session.

Qualifications

- Currently serves as IB Coordinator in Delaware, Maryland, Virginia or Washington, D.C. or has served as IB Coordinator in one of those states; if the latter is true, is currently in a position in an IB World School, is active in the IB Educator Network, and/or is in a position at a Central Office of a school district in which some part of the IB philosophy plays an integral role in daily duties.
- Obtains support from direct supervisor to fulfill responsibilities of the Vice President.