

**IVI-IPO OFFICIAL NOMINATION FORM
FOR CANDIDATES TO THE STATE BOARD 2021-2022**

IVI-IPO is recruiting candidates for election to the State Board of Directors. Directors are elected by ballot in July and will serve a one-year term beginning **July 28th**. The Board of Directors meets 10-12 times each year and members are required to attend at least half of the meetings, as well as to work on fundraising/ projects throughout the year.

Candidates may submit a biography/platform statement to be included with the ballots. Maximum statement length is noted below for each office, **but brevity is encouraged**. No editing will be done. **Statements exceeding their maximums will be cut at the appropriate point.** To be eligible to be elected to the Board Candidates membership dues must be received no later than June 23rd. Any member in good standing may nominate another member (or themselves) for any of the following offices:

- **STATE CHAIR (500 words)**
- **ADMINISTRATIVE VICE CHAIR (300)**
- **PROGRAM VICE CHAIR (300)**
- **SECRETARY (200)**
- **TREASURER (200)**
- **MEMBERSHIP CHAIR (300)**
- **POLITICAL ACTION CHAIR (300)**
- **LEGISLATIVE ACTION CHAIR (300)**
- **COMMUNITY ACTION CHAIR (300)**
- **NATIONAL AFFAIRS CHAIR (300)**

or for one of three **AT-LARGE DELEGATE seats (200 words)**. The purpose of the at-large seats, according to the IVI-IPO Constitution: "The express goal is that an attempt shall be made to enable representation of otherwise unrepresented constituencies." In addition to these positions elected by the entire membership, each chapter and members not residing in geographical areas of chapters elects representatives to the Board and the Political Action Committee. If you wish to run for a chapter position, please contact your Chapter Chair or the office.

Candidates may not run for more than one position on the Board.

Nominations, including biographies and/or statements, must be received by Wednesday, June 23rd. Method of submission is by email to iviipo@gmail.com either as a Word document or in the body of the email. The information requested on this form is **required** to complete your nomination and does not count toward your maximum word count. Ballots will be sent **Thursday, July 1st** and must be **received in the IVI-IPO Office by 5pm, Thursday, July 22nd**. Dates may be subject to change by board action.

Thank you for your participation and good luck!

NAME _____

HOME ADDRESS _____

MAILING ADDRESS _____

HOME PHONE _____ OFFICE PHONE _____

CELL PHONE _____

EMAIL _____

CANDIDATE/FOR _____

See back page for board position job descriptions.

Description of Elected Board Positions

General Officers: (all general officers are Steering Committee Members)

State Chairperson – Presides at all meetings of the Board of Directors and at all general membership meetings and performs the usual duties of a chairperson. The State Chairperson is the public spokesperson for IVI-IPO.

Administrative Vice-Chair – Develops new chapters and works with chapter officers to implement IVI-IPO policy at the chapter level. In the absence or incapacity of the Chairperson, the duties of the office are performed by the Administrative Vice-Chairperson

Program Vice-Chair – Develops programs, coordinates public issues forums, and implements action proposals adopted by the Board of Directors.

Secretary – Takes minutes at the Board and Steering Committee meetings.

Treasurer – Prepares the annual operating budget, reports to the Board monthly on the state of the Organization's finances, authorizes disbursements of funds and prepares or reviews and approves tax returns and contracts.

Committee Chairs: (Steering Committee Members)

Political Action Chair – Chairs the Political Action Committee which writes candidate questionnaires, schedules and organizes endorsement sessions. S/he also chairs all endorsement sessions other than those held within one or more chapters.

Membership Chair – Chairs the Membership Committee which is responsible for new membership recruitment and membership retention.

Committee Chairs: (not on Steering Committee)

Legislative Action Chair – Chairs the Legislative Action Committee which recommends actions to the Board on state legislation. The Chair also directs lobbying activities and may represent IVI-IPO in coalitions working on statewide issues.

Community Action/Municipal Affairs (CAMA) Chair – Chairs the CAMA Committee which recommends actions to the Board on local legislation. The Chair also directs lobbying activities and may represent IVI-IPO in coalitions working on local issues.

National Affairs Chair – Chairs the National Affairs Committee which recommends actions to the Board on federal legislation. The Chair may represent IVI-IPO in coalitions working on national or international issues.

Board Delegates:

Three delegates and three alternates are elected at-large by the general membership. The express goal is that an attempt shall be made to enable representation of otherwise unrepresented constituencies through these positions.

Chapter Chair(s) and Vice-Chair(s):

Each chapter elects a Chair and Vice-Chair. Depending upon the number of chapter members, the chapter may be entitled to one or more delegates, as well as an alternate for each delegate.

Members outside of chapters elect one or more delegates, depending upon number of members in the unorganized areas. One alternate is also elected for each delegate.