



ICTC Associate Board

Purpose

The Associate Board exists to build awareness of the Inner-City Teaching Corps among young professionals in the Chicagoland area

Membership

- 8 executive committee members
- 10 to 20 at large members
- 2-Year Terms, with option to renew

Members Annual Responsibilities

- Plan and hold two fundraising events for young professionals in the Chicago market per year
- Participate in two ICTC related projects a year
- Make a financial contribution to the organization
 - a) The suggested contribution is \$500 for executive committee members and \$200 for members at large
 - b) Contributions can be made in the following ways: personal donation, ticket sales, in-kind donation, corporate sponsorships, family donation, etc.
 - c) Each board member's contributions will be tracked and kept confidential by an ICTC staff person
- Attend monthly board meetings

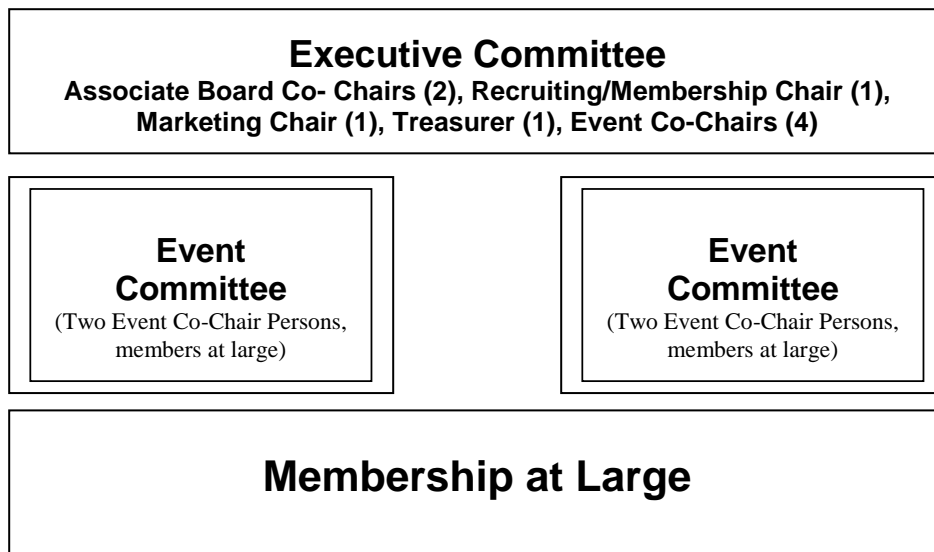
Monthly Meeting Schedule

- Odd months: board meetings in person
- Even months: board conference calls

Board Transitions

- At the end of term, board members are required to provide the board with two names of possible new board members
- Board members may be asked to leave if a member misses two board meetings or one board meeting and two conference calls (at the discretion of the Board Co-Chairs)

ICTC Associate Board Structure





Abbreviated Job Descriptions

Title	Primary Responsibilities
Associate Board Co-Chairs (<i>staggered terms; 2nd yr chair mentors 1st yr chair</i>)	<ul style="list-style-type: none"> <input type="checkbox"/> Oversee efforts of the Associate Board including meeting notes & regular communications with all current members <input type="checkbox"/> Attend monthly board meetings <input type="checkbox"/> Attend all events and sell tickets to each event <input type="checkbox"/> Contribute \$500 annually (personally, ticket sales, in-kind donations, corporate sponsorships) <input type="checkbox"/> Volunteer through ICTC programs as desired
Recruiting/Membership Chair	<ul style="list-style-type: none"> <input type="checkbox"/> Oversee new member recruitment/annual membership drive <input type="checkbox"/> Attend monthly board meetings <input type="checkbox"/> Attend all events and sell tickets to each event <input type="checkbox"/> Contribute \$500 annually (personally, ticket sales, in-kind donations, corporate sponsorships) <input type="checkbox"/> Volunteer through ICTC programs as desired
Marketing Chair	<ul style="list-style-type: none"> <input type="checkbox"/> Produce or assist in the production of invitations, press releases or other necessary collateral material for Associate Board fundraising events <input type="checkbox"/> Publish Quarterly Associate Board Newsletter, enlist members for help <input type="checkbox"/> Attend monthly board meetings <input type="checkbox"/> Attend all events and sell tickets to each event <input type="checkbox"/> Contribute \$500 annually (personally, ticket sales, in-kind donations, corporate sponsorships) <input type="checkbox"/> Volunteer through ICTC programs as desired
Treasurer	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor finances of the Associate board <input type="checkbox"/> Oversee financial transactions at events in conjunction with ICTC staff <input type="checkbox"/> Collect annual membership donations <input type="checkbox"/> Attend monthly board meetings <input type="checkbox"/> Attend all events and sell tickets to each event <input type="checkbox"/> Contribute \$500 annually (personally, ticket sales, in-kind donations, corporate sponsorships) <input type="checkbox"/> Volunteer through ICTC programs as desired
Event Co-Chairs (4)	<ul style="list-style-type: none"> <input type="checkbox"/> Organize all aspects of fundraising event <input type="checkbox"/> Attend monthly board meetings <input type="checkbox"/> Attend all events and sell tickets to each event <input type="checkbox"/> Contribute \$500 annually (personally, ticket sales, in-kind donations, corporate sponsorships) <input type="checkbox"/> Volunteer through ICTC programs as desired
Members at large	<ul style="list-style-type: none"> <input type="checkbox"/> Attend monthly board meetings <input type="checkbox"/> Serve on event committees <input type="checkbox"/> Attend all events and sell tickets to each event <input type="checkbox"/> Contribute \$200 annually (personally, ticket sales, in-kind donations, corporate sponsorships) <input type="checkbox"/> Volunteer through ICTC programs as desired