



The IHSA Board of Directors will be electing the following positions to the Board during Component Meetings (begin at 2:15 pm) on Wednesday, March 4th, 2015 at the President Abraham Lincoln Hotel/Doubletree in Springfield. We hope you share this information with staff and parents and have conversations about running for the Board of Directors prior to attending the conference. The following positions are open:

Parent Component:

- 1 Parent Component President - 2 year term
- 1 At Large Member - 2 year term
- 1 At Large Member - 2 year term
- 1 At Large Member - 1 year term
- 1 At Large Member - 1 year term

Director Component:

- 1 Director Component President - 2 year term
- 1 At Large Member - 2 year term
- 1 At Large Member - 2 year term

Staff Component:

- 1 Staff Component President - 2 year term
- 1 At Large Member - 2 year term
- 1 At Large Member - 2 year term
- 1 At Large Member - 1 year term

Friend Component:

- 1 Friend Component President - 2 year term
- 1 At Large Member - 2 year term
- 1 At Large member - 2 year term

Are you thinking about running for a position on the IHSA Board of Directors during the upcoming Component Meetings? Or do you want to be the authorized voting delegate from your agency? If yes, please read the "Frequently Asked Questions" so you are prepared and ready on the day of elections. You will find nomination forms, self-nomination form and nominating someone other than yourself, attached.

Also attached are sample letters that can be utilized by your agency. They don't have to be used but we want to make this process as easy and clear as possible. Please remember letters must be on agency letterhead and have them completed prior to arriving at the conference.

Remember, if you want to vote during the elections you need a letter from your agency. Only one member from your agency is allowed to vote.

Remember, if you want to run for a position on the IHSA Board of Directors you need a letter of support from your agency.

Illinois Head Start Association

2015 Elections for the Board of Directors

Frequently Asked Questions

Do I have to be present during elections? No. The IHSA Bylaws do not specify whether a person needs to be present to run for a position on the Board of Directors. But you have to be a member in good standing and thus have paid your individual membership dues. If you are not present at the Conference on the day of elections you need to make sure to pay your dues in advance and have your nomination form to the Component President by the specified time. Please remember it's hard to run for an office when you are not present. It doesn't give those who are there a chance to meet you and potentially ask questions.

What positions are open this year? This year, 2015, we have the following positions open.

Parent Component:

- (1) Parent Component President - 2 year term
- (2) At Large Members - 2 year term
- (1) At Large Member - 1 year term
- (1) At Large Member - 1 year term

Director Component:

- (1) Director Component President - 2 year term
- (2) At Large Members - 2 year term

Staff Component:

- (1) Staff Component President - 2 year term
- (2) At Large Members - 2 year term

(1) At Large Member - 1 year term

Friend Component:

(1) Friend Component President - 2 year term

(2) At Large Members - 2 year term

What do I need to do to run for a position on the Board?

1. An individual must be a member-in-good-standing of IHSA; and,
2. An individual must be the authorized voting delegate from the Early/Head Start agency; and,
3. The individual's Agency letter must show support to run for the Board and/or Component office.

What is a member in good standing? A member-in-good-standing is someone who has paid their individual dues. If you registered for the conference you are a member in good standing. If you haven't registered for the conference you will need to pay your individual dues. In addition:

- Members of the Parent Component of IHSA must be parents of children currently enrolled in their local programs or past parents who are current members of the local Parent Policy Council/Committee.
- The Directors Component of IHSA shall be comprised of the Early/Head Start Director of each grantee or delegate agency. In the case where the delegate is also the grantee, only one Director shall represent the agency.
- The Friends Component of IHSA shall be comprised of any individual who would like to support the efforts of IHSA and does not fit into the other categories. Only one Friend from each agency may represent the agency/organization as a voting delegate.
- The Staff Component of IHSA shall be comprised of any current Early/Head Start staff member, who is not a Director, Parent or Friend.

Do I need a letter from my agency that says they will support me to run for the Board of Directors? Yes. This letter needs to be on your agency letterhead and indicate that your agency supports you to run for a

position on the Board. This means that they will cover your expenses to travel to and from Board Meetings and make travel arrangements for you. The Friend Component is the only exception and does not require a letter to run for office. Sample letters are provided for convenience. Please have your letters completed prior to elections.

I want to vote for my favorite candidate but do I need a letter from my agency to vote? Yes. You must have a letter from your Agency indicating that you are the authorized voting delegate/person from your agency. Only one person can vote from each program. This is the only way to make elections fair and equitable. Sample letters are provided for convenience. Please have your letters completed prior to elections.

If I am running for a position on the Board does this make me the voting delegate/person from by program? Yes. You would have one letter indicating your program supports you to run for a position and you are also the authorized voting delegate for your agency. You must be the authorized voting delegate from your program/agency to run for office.

Can a nomination for a Board Position be taken from the floor during the election process? Yes. But the person being nominated must be a member in good standing, be the voting delegate from their agency/program and have a letter of support from their agency.

How long are the terms? All terms are two years. With the exception of positions that need to be filled because of resignations during the middle of a term.

Will the IL Head Start Association pay for me to attend Board Meetings? No. This is the responsibility of your agency or program. Your program must cover your expenses to attend all Board Meetings. In addition, your program makes your travel arrangements. The Association does not do this for individual Board Members.

How often does the Board Meet? The Board meets every other month so approximately six times per year. There may be occasions when a special meeting is called and we often will have teleconference meetings for the Board Committee work. Serving on the Board is a big investment in time. Please be sure you have this time and energy.

Where are Board Meetings held? Most Board Meetings are held at our offices in Springfield. We are co-located with the IL Community Action Association.

How many members are on the Board? Twenty members serve on the Board.

When are elections held this year? Elections will be held this year on March 4th, 2015 at the IHSA Annual Conference during Component Meetings. Component Meetings will begin at 2:15 pm following the Opening Session.

ILLINOIS HEAD START ASSOCIATION (IHSA)

2015 NOMINATION FORM # 2: Nominating Someone Other Than Yourself

NOMINEE NAME: _____

COMPONENT (circle one): Director Staff Parent Friend

The person will run for the IHSA office of (check ONLY one):

- (2) At Large Members (2 Year Term)
- (1) Component President (2 Year Term)

In Addition:

Staff Component Only:

- (1) At Large Member (1 Year Term)

Parent Component Only:

- (2) At Large Members (1 Year Term)

The person is qualified for this office because (explain fully qualifications and goals/vision for IHSA): _____

The person feels the major issues the Illinois Head Start Association needs to address in the next two years are: _____

I verify that I have contacted this person, they have agreed to be nominated for this office, and they are eligible to run for this office per the IHSA Bylaws. This person will be able to perform the responsibilities and complete the travel required for this office.

Signature Person Making Nomination: _____

Date: _____

Signature of Candidate: _____

Date: _____

NOTE: PLEASE BE SURE YOU CHECKED THE BOX FOR THE APPROPRIATE OFFICE

The Parent Component of IHSA must be parents of children currently enrolled in their local programs or past parents who are current members of the local Parent Policy Council/Committee.

The Directors Component of IHSA shall be comprised of the Early/Head Start Director of each grantee or delegate agency. In the case where the delegate is also the grantee, only one Director shall represent the agency.

The Friends Component of IHSA shall be comprised of any individual who would like to support the efforts of IHSA and does not fit into the other categories. Only one Friend from each agency may represent the agency/organization as a voting delegate.

The Staff Component of IHSA shall be comprised of any current Early/Head Start staff member, who is not a Director, Parent or Friend.

Submit this nomination form and the Agency's letter of support of the candidacy (except Friends) to the Component President on Wednesday, March 4th by 2:15 pm, immediately following the Opening Session of the IHSA Annual Conference.

Nominations may also be accepted from the floor during the election process but you must have an Agency's letter of support.

ILLINOIS HEAD START ASSOCIATION (IHSA)

2015 NOMINATION FORM #1: SELF-NOMINATION

NOMINEE NAME: _____

COMPONENT (circle one): Director Staff Parent Friend

I plan to run for the IHSA Board of Directors (check ONLY one):

- (2) At Large Members (2 Year Term)
- (1) Component President (2 Year Term)

In Addition:

Staff Component Only:

- (1) At Large Member (1 Year Term)

Parent Component Only:

- (2) At Large Members (1 Year Term)

I am qualified for this office because (explain fully qualifications and goals/vision for IHSA):

I feel the major issues the Illinois Head Start Association needs to address in the next two years are:

I verify that I am eligible to run for the IHSA Board of Directors per the IHSA By Laws and that I will be able to perform the responsibilities and complete the travel required for this position.

Signature of Candidate _____

Date _____

NOTE: PLEASE BE SURE YOU CHECKED THE BOX FOR THE APPROPRIATE OFFICE

The Parent Component of IHSA must be parents of children currently enrolled in their local programs or past parents who are current members of the local Parent Policy Council/Committee.

The Directors Component of IHSA shall be comprised of the Early/Head Start Director of each grantee or delegate agency. In the case where the delegate is also the grantee, only one Director shall represent the agency.

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The Staff Component of IHSA shall be comprised of any current Early/Head Start staff member, who is not a Director, Parent or Friend.

Submit this nomination form and your Agency's letter of support of your candidacy (except Friends) to the Component President on Wednesday, March 4th by 2:15 pm, immediately following the Opening Session of the IHSA Annual Conference.

Nominations may also be accepted from the floor during the election process but you must have an Agency's letter of support.

(Agency Letterhead)

Date

To The Component President:

This letter is to confirm that (Name of Person) is authorized to **VOTE and/or RUN FOR OFFICE** in the (Name of Component) Component. We certify that (Name of Person) is a member in good standing. (Name of Program) will fully provide technical and financial support for (Name of Person) to attend Board Meetings and fulfill the responsibilities of serving on the Illinois Head Start Association Board of Directors.

Sincerely,

Directors Signature - for parent and staff representative
Executive Director or Board Chairperson - for Director
Friend Component - no letter required; Association Office will verify that the individual is a member in good standing

(Agency Letterhead)

Date

To The Component President:

This letter is to confirm that (Name of Person) is the authorized **VOTING DELEGATE** from (Name of Program) and will represent (Name of Program) in the (Name of Component) Component. We certify that (Name of Person) is a member in good standing.

Sincerely,

Directors Signature - for parent and staff representative

Executive Director or Board Chairperson - for Director

Friend Component - no letter required; Association Office will verify that the individual is a member in good standing.