



GET ON
BOARD



BOARD SECRETARY CHECKLIST

The following checklist can help board secretaries when assembling packets of information for candidates for the local school board.

GENERAL INFORMATION

- ☐ **IASB's Guide for School Board Candidates**—Check your packet for printed copies of this guide, or download and print the PDF from www.ia-sb.org/getonboard. For additional printed guides, email marketing@ia-sb.org.
- ☐ **IASB School Board Member Handbook**—Download the latest handbook PDF from www.ia-sb.org/handbook. The handbook will be updated in fall 2025 and provided to all newly elected board members.
- ☐ **Iowa Secretary of State's School Elections Resources**—Download resources from their website at sos.iowa.gov/school-elections
- ☐ **Iowa Ethics & Campaign Disclosure Board Resources**—Download resources from their website at ethics.iowa.gov/campaigns/candidates.
- ☐ **Key Dates for the School Board Elections**—Download and print the flyer from www.ia-sb.org/getonboard.
- ☐ **School Board Elections FAQ**—Download and print the flyer from www.ia-sb.org/getonboard.
- ☐ **Candidate & New Board Member Educational Opportunities**—Download and print the flyer outlining webinars, workshops and Annual Convention from www.ia-sb.org/getonboard.

SCHOOL DISTRICT INFORMATION

- ☐ Date, time and location of your school board meetings—encourage candidates to attend meetings to become familiar with issues and procedures.
- ☐ District mission, vision, belief statements and philosophy statements.
- ☐ District goals and/or strategic plan.
- ☐ Agendas and minutes from last four regular board meetings.
- ☐ General district brochure.

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- ☐ Past issues of the school district newsletter.
- ☐ Policies related to board operations.
- ☐ Budget summary report.



Provided by the Iowa Association of School Boards