



## **Position Description of President-Elect of ASCA**

**Title:** PRESIDENT-ELECT (*including President and Past President*)

**Term:** The President-Elect shall be elected for a three (3) year term serving one (1) year as President-Elect, succeeding automatically to the position of President for a term of one (1) year, and then transitioning into the position of Past President for a one (1) year term .

### **President-Elect Responsibilities:**

The President-Elect shall, in the absence of the President, perform the duties of the President at all meetings of the Board of Directors and of the Association.

The President-Elect shall accept responsibility delegated by the President, such as representing the President at other organizational meetings and other duties as appropriate to the presidency.

The President-Elect shall conduct annual Leadership Orientation activities for the new Board.

The President-Elect shall serve on the Executive Committee (which considers business operations that arise outside of normal Board meetings)

The President represents ASCA at annual meetings for the Council of Higher Education Management Association and/or other association sponsored events, this includes some travel.

### **President Responsibilities:**

The President shall serve in accordance with applicable sections of the Bylaws, the Leadership Manual, the Articles of Incorporation and other official governance instruments of the Association.

The President shall serve as the chief executive officer of the Association. The President shall serve as the presiding officer at all meetings of the Association and the Board of Directors.

The President, together with the Treasurer, shall present an annual operating budget to the Board of Directors for approval. A majority vote of the membership of the Board of Directors is required for the approval of the annual operating budget.

The President, together with the Treasurer and Executive Director, and upon approval by a majority vote of the Board of Directors, shall be authorized to enter into contractual obligations on behalf of the Association.

The President shall serve as a liaison to the Conference Planning Committee.

The President represents ASCA at annual meetings for the Council of Higher Education Management Association and/or other association sponsored events, this includes some travel.

### **Past-President Responsibilities:**

The Past-President shall serve as the Board of Directors representative to the Leadership Development Committee.

The Past-President shall serve as the ASCA liaison to and ex-officio member of the ASCA Raymond Goldstone Foundation.

The Past-President shall perform other duties as approved by the majority vote of the Board of Directors.

### *Time Commitment*

- The President-Elect, President and Past President roles for ASCA are a significant time commitment, both personal and professionally.
- The President-Elect, President and Past President will spend a minimum of 10 hours a week on ASCA, which includes weekly calls with the Presidents Council and the Executive Director, monthly Executive Committee and Board of Directors meetings, and additional meetings as needed.
- Attend two to three in-person Board of Director meetings each year including one in-person meeting preceding the Association's Annual Conference.



## **Position Description of Treasurer to the Board of Directors**

As stated in the Operating Policies and Procedures, all officers must be professional members in the Association at the time of their nomination, election and throughout their respective terms of office.

**Title**                   TREASURER

**Term:**                 The Treasurer shall serve for two (2) years.

### *Responsibilities*

- The Treasurer shall assist in the development of the annual operating budget for the Association.
- The Treasurer shall prepare and present a written annual financial report to the Association membership.
- The Treasurer is responsible for oversight of the distribution of funds for the Association.
- The Treasurer will serve as a liaison to the Finance Committee.
- The Treasurer serves as a member of the Board of Directors Executive Committee.

### *Relationships*

- Maintains regular contact with the Executive Director and other members of the Executive Committee.
- Maintains regular contact with any Board Liaison direct reports.
- Maintains regular contact with Central Office.
- Maintains regular contact with the Finance Committee Chair.

### *Time Commitment*

- An average of 15 hours per month to participate in the Finance Committee meetings to assist with developing the association's annual budget, distribute funds for the association, and participate in monthly Board of Directors meetings, and additional meetings as needed.
- Attend two to three in-person Board of Director meetings each year including one in-person meeting preceding the Association's Annual Conference.



## **Position Description of Director of Membership**

As stated in the Operating Policies and Procedures, all officers must be professional members in the Association at the time of their nomination, election and throughout their respective terms of office.

**Title:** DIRECTOR OF MEMBERSHIP

**Term:** The Director of Membership shall serve for two (2) years.

### *Responsibilities*

- To act as Board liaison with Membership Committee, including meeting regularly with the committee leadership
- To act as Board liaison with Regional Chairs
- To liaise with State Representatives through the Regional Chairs
- To collaborate with Director of Diversity and Inclusion on recruitment initiatives
- To collaborate with central office to improve membership experience
- To collaborate with research committee to evaluate member interest and experience based on data gathered from membership surveys
- Set membership growth goal each year with input, advice, and counsel of Board
- Collaborate with communications coordinator in central office on electronic/new media outreach to members
- Build relationships with new institutions to promote institutional memberships
- Work with Executive Director and Central Office staff

### *Time Commitment*

- An average of 15 hours per month to participate in the Membership Committee meeting, work with Regional Chairs, Board of Director members, and the Central Office staff on membership initiatives, participate in monthly Board of Directors meetings, and additional meetings as needed.
- Attend two to three in-person Board of Director meetings each year including one in-person meeting preceding the Association's Annual Conference.



## **Position Description of Director of Diversity and Inclusion**

As stated in the Operating Policies and Procedures, all officers must be professional members in the Association at the time of their nomination, election and throughout their respective terms of office.

**Title:** DIRECTOR OF DIVERSITY AND INCLUSION

**Term:** The Director of Diversity and Inclusion shall serve for two (2) years.

### *Responsibilities*

- Coordinate the development and implementation of the Diversity Strategic Plan
- To infuse diversity principles into every aspect of the association, especially the Annual Conference, Gehring Academy, elections process and association leadership appointments, and other association initiatives
- To serve as the Board Liaison for the Diversity Committee, including meeting regularly with the committee leadership
- To oversee the coordination and awarding of the Diversity scholarship program at the Gehring Academy and National Conference
- To Collaborate with Institutional Directors and membership at institutions (particularly historically underrepresented institutions) to meet their needs
- To communicate monthly with designated Communities of Practice Coordinators and Committee Chairs
- To conduct and maintain outreach to the diverse populations within the association
- Assess and conduct, as necessary, diversity education and/or training for ASCA Board of Directors and Leadership
- Collaborate with leadership development (governance) committee on new leader training

### *Time Commitment*

- An average of 15 hours per month to participate in the Diversity Committee meeting, participate in monthly Board of Directors meetings, and additional meetings as needed.
- Attend two to three in-person Board of Director meetings each year including one in-person meeting preceding the Association's Annual Conference.



## **Position Description of Institutional Type Directors (2-year, 4-yr Public, 4-yr Private)**

As stated in the Operating Policies and Procedures, all officers must be professional members in the Association at the time of their nomination, election and throughout their respective terms of office.

**Title:** DIRECTOR OF INSTITUTIONAL TYPES (2-YEAR, 4-YR PUBLIC, 4-YR PRIVATE)

**Term:** The Institutional Directors shall serve for two (2) years.

### *Responsibilities*

- To collaborate with the Director of Membership on retaining and increasing membership
- To disseminate information to institutions on benefits of the association
- To collaborate with Director of Education on issues germane to institution type
- To collaborate with regional chairs and state representatives to determine how member needs vary regionally within institution type
- To collaborate with Director of Diversity and Inclusion on recruitment initiatives
- To work with Director of Membership to set membership growth goal each year based on institution type
- To communicate monthly with designated Communities of Practice Coordinators and Committee Chairs
- To advocate the needs and concerns of institutional type to association leadership
- To encourage institution-related programs at national meetings (annual conference/Gehring Academy)
- To serve as the Board Liaison to the appropriate Member Interest Councils, Committees, or other designated entities

### *Time Commitment*

- An average of 15 hours per month to work with Board of Director members and Association Leadership, participate in monthly Board of Directors meetings, and additional meetings as needed.
- Attend two to three in-person Board of Director meetings each year including one in-person meeting preceding the Association's Annual Conference.