



TITLE: President-Elect (Including President and Past-President)

Election Cycle: Elected annually

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 one (1) year term, and then transitioning automatically into the position of Past President for a one (1) year term.

Eligibility

As stated in the [Association Bylaws](#), all officers must be professional members in the Association at the time of their nomination, election, and throughout their respective terms of office.

President-Elect Responsibilities

- Serve in accordance with applicable sections of the all governance documents of the Association.
- In the absence of the President, perform the duties of the President at all meetings of the Board of Directors and of the Association.
- Accept responsibility delegated by the President, such as representing the President at other associations' meetings and other duties as appropriate to the presidency.
- In collaboration with the Past President, create and implement the onboarding process for new Board members.
- Together with the Executive Director, serve as a liaison to the Annual Conference Chair.
- Serve on the Executive Committee (which considers business operations that arise outside of normal Board meetings).

President Responsibilities

- Serve in accordance with applicable sections of the all governance documents of the Association.
- Serve as Chair of the Board of Directors and the presiding officer at all meetings of the Association and the Board of Directors.
- Chair the Executive Committee (which considers business operations that arise outside of normal Board meetings).

- Together with the Treasurer and Executive Director, and upon approval by a majority vote of the Board of Directors in accordance with the [Operating Policy and Procedures](#), be authorized to enter into contractual obligations on behalf of the Association.
- Together with the Executive Director, serve as a liaison to the Gehring Academy Chair.
- Represent ASCA at annual meetings for the Council of Higher Education Management Association ([CHEMA](#)) and/or other association-sponsored events.

Past President Responsibilities

- Serve in accordance with applicable sections of the all governance documents of the Association.
- Collaborate with the President-elect to create and implement the onboarding process for new Board members.
- Serve as the ASCA liaison to and an ex-officio member of the [ASCA Raymond Goldstone Foundation](#).
- Perform other duties as approved by the majority vote of the Board of Directors.
- Accept responsibility delegated by the President, such as representing the President at other organizational meetings and other duties as appropriate to the presidency.
- Collaborate with the Executive Director to oversee the planning and execution of ASCA's annual election process.
- Serve on the Executive Committee (which considers business operations that arise outside of normal Board meetings).

Time Commitment

- The President-Elect, President and Past President ("P3") roles for ASCA are a significant time commitment, both personally and professionally.
- The President-Elect, President and Past President will spend a minimum of ten hours per week on ASCA-related responsibilities, which include regular meetings with the P3, the Executive Director, Executive Committee, Board of Directors meetings, and additional meetings as needed.
- Attend two to three in-person Board of Director meetings each year including at least one in-person meeting preceding the Gehring Academy and one preceding the Association's Annual Conference.
- Attend association-sponsored events and/or represent the association at conferences as needed. ASCA will assume financial responsibility for all events where the President-Elect, President, and Past President are in attendance as representatives of the Association.



TITLE: Treasurer

Election Cycle: Elected in 2024 to begin service in 2025; biannually thereafter.

Term

The Treasurer shall serve two (2) years.

Eligibility

As stated in the [Association Bylaws](#), all officers must be professional members in the Association at the time of their nomination, election, and throughout their respective terms of office.

Treasurer Responsibilities

- Together with the Executive Director, participate in the development of the annual operating budget for the Association.
- Together with the Executive Director, prepare and present a written annual financial report to the Association membership and periodic reports to the Board of Directors.
- Review of the distribution of funds of the Association to ensure compliance with the Operating Policies and Procedures
- Serve as a liaison to the ASCA Financial Advisory Group.
- Serve on the Executive Committee (which considers business operations that arise outside of normal Board meetings).
- In years when the Association completes an external audit, assist the Executive Director in the process as needed.

Time Commitment

- An average of eight hours per month to participate in financial meetings; participate in monthly Board of Directors and Executive Committee meetings; and additional meetings as needed. More time may be needed during key budget preparation periods.
- Attend two to three in-person Board of Director meetings each year including at least one in-person meeting preceding the Gehring Academy and one preceding the Association's Annual Conference.



TITLE: Director of Equity and Inclusion

Election Cycle: Elected in 2025 to begin service in 2026; biannually thereafter.

Term

The Director of Equity & Inclusion (Director of E&I) shall serve for two (2) years.

Eligibility

As stated in the [Association Bylaws](#), all officers must be professional members in the Association at the time of their nomination, election, and throughout their respective terms of office.

Director of Equity & Inclusion Responsibilities

- Serve in accordance with applicable sections of the all governance documents of the Association.
- Infuse equity and intentional inclusion principles into all aspects of the Association, including but not limited to: the Annual Conference, Gehring Academy, elections process, Association leadership appointments, and other Association initiatives.
- Collaborate with Central Office and Conference, Gehring, and other signature Association event leadership to adhere to expectations of the 2022 Proclamations and other relevant ASCA Proclamations.
- Serve as the Board Liaison for the Equity & Inclusion Committee, including meeting regularly with the committee leadership.
- Assist the Equity & Inclusion Committee in the awarding of ASCA's Diversity scholarships as needed, with assistance from the Central Office.
- Collaborate with Directors-at-Large of designated constituency groups to meet their needs.
- Collaborate with the Director-at-Large for Historically Underrepresented Institutions to support outreach to the underrepresented populations within the Association.
- In consultation with the President, assess the need for and conduct equity and inclusion education and/or training for ASCA Board of Directors and/or other Association Leadership.
- Collaborate with Central Office and Board volunteers to update Volunteer Leader Orientation materials.

- Serve on the Executive Committee (which considers business operations that arise outside of normal Board meetings).

Time Commitment

- An average of two (2) hours a month to participate in Equity & Inclusion Committee meetings and meet with committee leadership.
- An average of eight (8) hours a month to participate in Board of Directors and Executive Committee meetings.
- Attend two to three in-person Board of Director meetings each year including at least one in-person meeting preceding the Gehring Academy and one preceding the Association's Annual Conference.



TITLE: Director At-Large, including Director At-Large (Community Colleges); Director At-Large (Historically Underrepresented Institutions); Director At-Large (Small Institutions)

Election Cycle: The following three positions will be elected in 2024 to begin service in 2025; biannually thereafter.

- Director At-Large (1 position)
- Director At-Large (Historically Underrepresented Institution) (1 position)
- Director At-Large (Small Institution) (1 position)

The following three positions will be elected in 2025 to begin service in 2026; biannually thereafter.

- Director At-Large (2 positions)
- Director At-Large (Community Colleges) (1 position)

Term

The Directors At-Large shall serve for two (2) years. Directors will be elected in staggered terms of three (3) per year.

Eligibility

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

Director At-Large Responsibilities

- Serve in accordance with applicable sections of the all governance documents of the Association.
- The Directors At-Large shall serve on the Board of Directors and perform such duties as are recommended by the President and approved by a majority vote of the Board of Directors, including working as a liaison with the regional, communities of practice, and/or committee representatives.

- Six At-Large Directors shall be elected by the Association membership. Three of the At-Large Directors shall be designated with representation from the following institution types: **Small Institutions** (under 5,000 students), **Historically Underrepresented Institutions**, and **Community Colleges**, including Technical Colleges or similar institutions.
- Collaborate with the Director of Equity and Inclusion to meet the needs of their designated constituency groups, if applicable.
- Advocate the needs and concerns of members to Association leadership.
- Serve as the Board Liaison to assigned Communities of Practice, Committees, or other designated entities.

Time Commitment

- An average of three (3) hours per month to attend monthly meetings of respective CoP or Committee.
- An average of eight (8) 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 at least one in-person meeting preceding the Gehring Academy and one preceding the Association's Annual Conference.