



## **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 Secretary 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**                    SECRETARY

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

### *Responsibilities*

- The Secretary shall keep the minutes and report the activities of the ASCA.
- The Secretary will take and record roll call for all Board of Director meetings.
- The Secretary is responsible for any resolutions brought forward by the Board of Directors or membership.
- The Secretary will ensure any resolutions proposed to the membership are consistent with the Association vision, mission and core values.
- The Secretary will serve as a liaison to the Elections Committee as necessary.
- Minutes of all the Board of Directors and membership meetings are to be prepared by the Secretary and sent to the President and Executive Director.
  - The President, Executive Director, and Board of Directors shall review the minutes in a timely manner, initiate any necessary corrections, and return them to the Secretary.
  - The Secretary shall then send the revised minutes to the Board of Directors for final approval.
- The minutes of any Board of Directors meeting shall be made publicly available to the Association membership within a timely manner after the meeting via the Association's Web site.
- The Secretary 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.

### *Time Commitment*

- An average of 15 hours per month to record and prepare board meeting minutes and reports, participate in 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 Director of Education**

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 EDUCATION

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

### *Responsibilities*

- Coordinate the development and implementation of the Research, Knowledge Creation, and Professional Development Core Competencies sections of the Association's Strategic Plan
- To infuse the Professional Development Core Competencies into every aspect of the association, especially the Annual Conference, Gehring Academy, elections process and association leadership appointments, and other association initiatives
- To ensure the offerings (programs, webinars, events, etc.) provided by the Central Office are in alignment with the Association's Strategic Plan
- To coordinate with the Central Office and leadership to track current trends and issues in the field for content planning
- To serve as the Board liaison and collaborate with the Research and Publications Committees on topics of interest for members
- To communicate monthly with designated Communities of Practice Coordinators and Committee Chairs
- To distinguish between knowledge development and knowledge endorsement by looking for opportunities for ASCA to develop content

### *Time Commitment*

- An average of 15 hours per month to participate Publications and Research Committees, 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 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.