

Association for Student Conduct Administration  
*Board Service Considerations*

As you consider running for a seat on the Board of Directors, we want to make sure that you have all necessary information available to you to help you make an informed decision. While not an exhaustive list, the following are expectations of every Board member.

Participation in Board Meetings:

- The Board will hold regular meetings (set by the President). Additionally, Board meetings may be called on an as-needed basis should an issue arise. Board members are expected to participate in those meetings by phone or video conference as often as possible.
- The entire Board holds three in-person meetings per year: one attached to the annual conference, one in the summer, and one in the fall. Barring extreme circumstances, Board members are expected to attend these meetings and the annual conference.
- The Executive Board (President, Past-president, President-elect, Treasurer, and Secretary) attend one additional in-person meeting per year, typically in the winter.
- The Executive Board also meets on a regular basis as determined by the President. Executive Board members are expected to participate in those meetings by phone or video conference as often as possible.

Time Commitment:

- The time commitment is position-specific, so please consult the nomination materials and/or the member that is currently serving in the role that you are considering. For Board members not in an executive role, the commitment averages around 5-10 hours per week. Board members in an executive role can expect to spend 15 hours a week on ASCA-related business.

Financial Commitment:

- Board members (or their institutions) are expected to cover the costs associated with travel to the annual conference, including airfare (if applicable), registration, hotel, and meals.
- ASCA will cover the costs of meals and hotel stay for the Board meeting attached to the annual conference.
- For all other in-person Board meetings, ASCA will cover all travel, hotel, and meal expenses.
- Board members are expected to contribute financially to the Raymond Goldstone Foundation on an annual basis. There is no minimum contribution requirement – Board members should contribute at a level that is comfortable for them and their individual financial situation. In addition to or in lieu of direct monetary contributions, Board members may contribute through the donation or purchasing of items in the Silent Auction during the annual conference.

#### Institutional Support:

- All candidates for Board positions are required to submit a letter from their direct supervisor indicating institutional support for their participation on the Board.
- What “institutional support” looks like is a conversation to be negotiated with your supervisor. Topics to be discussed may include release time for in-person meetings, whether or not you can work on ASCA business while you are “on the clock” for your professional role, and if the institution will financially support your attendance at the annual conference.

#### Legal and Fiduciary Responsibility:

- All Board members have three main duties in relation to the Association: a duty of care, a duty of loyalty, and a duty of obedience. In essence, these duties require that Board members act in good faith, in the best interests of ASCA, and in congruence with the Association’s mission.
- Ultimately, Board members are responsible for the governance of ASCA and could be held personally liable should they engage in deliberate or negligent conduct that breaches those duties.
- The Association for Student Conduct Administration is a non-profit corporation, incorporated in the State of Texas, under Texas laws, and subject to appropriate regulations of the Internal Revenue Code of 1986. Serving in any role on the Board of Directors makes one a corporate officer of the entity. Corporate officers may bear in whole, or part, criminal and/or civil liability for organizational actions.

#### Conflict of Interest:

- Board members are expected to disclose any potential conflict of interest upon their election. Additionally, should a potential conflict of interest arise during the Board member’s term, they are expected to disclose that as soon as possible. Potential conflicts of interest include but are not limited to providing a service for pay, such as presenting or consulting, to another organization or institution if it potentially competes with a service that ASCA also provides.

#### Confidentiality:

- Board members are expected to sign an agreement to respect the confidentiality of the board, especially for matters involving the ASCA policy, program, activity, finances, membership data, or transaction information. Additionally, Board members are asked to speak with one voice once a decision has been made on an issue and to respect the dialogue even when one disagrees with the decision.