

ACHE

Association for
Continuing Higher Education

Guide for Candidates
Vice President & Directors at Large

May 31, 2023

Dear Candidate:

Thank you for your interest in a leadership role in the Association for Continuing Higher Education (ACHE). Your willingness to serve as an officer or board member is critical to the continued success of the Association.

This document serves as a guide for candidates for Vice President or the Board of Directors of ACHE. Prospective candidates for office are advised that serving in these roles requires personal and institutional commitments of time and financial resources beyond the commitments implied by other services to the Association and regions.

The members of ACHE truly appreciate your commitment, leadership, and contributions to the Association.

Sincerely,

Clare Van Ness
Executive Vice President

Eligibility for office

Potential candidates for directors at large and officer positions must be able to assure the Nominating Committee that they understand their obligations and have institutional support to carry them out.

Basic Eligibility for Directors at Large and Vice President

- Be an institutional, organizational, or professional member in good standing, per the Constitution. Service, leadership, and contributions to the association are expected prerequisites. A candidate must have served in a significant role with ACHE. Examples of such roles include, but are not limited to, international offices held, international committees chaired, international committee service, presentation at annual conference and meetings, regional offices held, regional committees chaired, regional committee service, presentations at regional meetings, experience in continuing education, academic record, and publication record.

Additional Eligibility Criteria for Vice President

- Must have completed a term as regional chair based on the requirements of his or her region;
- Or must have served at least one year as the chair of an association committee;
- Or must have served one year as an association Director at Large.
- And must have a minimum of one letter of support from one's provost or president or other appropriate administrator approving candidacy and acknowledging time and financial commitments of association officers.

****Note that the individual elected to the position of ACHE Vice President in any given year will incur a four-year commitment per Article IV, Section 1 of the Constitution of the Association for Continuing Higher Education. This Article states: "The officers of the Association will be the President, President-Elect, Vice President, and Immediate Past-President. They will be installed at the annual conference and meeting. The terms of office will be for one year, and they will hold office until their successors have been installed. The President-Elect will automatically assume the office of President on the termination of the President's term of office. Concurrently, the Vice President will automatically assume the office of President-Elect, the President will automatically assume the office of Immediate Past-President, and the Immediate Past-President will automatically be removed as an officer of the Association."**

Expectations of Association Officers

For all Association officers:

1. Attendance at the Annual Conference & Meeting at institutional expense
2. Travel to a two-day mid-year Board of Directors meeting at institutional expense. On-site food is provided by the Association.
3. Each board member is expected to serve on one or more committees throughout the Association year.
4. Time devoted to Association business throughout the year.
5. Some additional routine expenses absorbed by members' office budget for routine board activities, such as phone calls and administrative support.

Additional expectations for President, President Elect, and Vice President:

Increased time devoted to Association affairs throughout the year and participation in monthly teleconferences of the Executive Committee at Association expense.

The ACHE President is also expected to:

- Commit an increased amount of time to Association business throughout the year approaching and during his or her presidential year.
- Visit as many regional meetings as practical (at association expense if the ACHE budget allows) during his or her presidential year.
- Lead the planning and logistics for the Association Annual Conference & Meeting during his or her presidential year.

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