

ACHE

Association for
Continuing Higher Education

**Guide for
Officers and Board Members**

July 21, 2015

Dear ACHE Leader:

Thank you for agreeing to accept a leadership role in ACHE. Your willingness to serve as an officer or board member is critical to the continued success of the Association.

This booklet is an attempt to provide each person accepting a leadership role some sense of past practices, a schedule of when things are normally done and information on the activities and responsibilities of the various components of the Association.

This guide is not intended in any way to limit the creative energy each person brings to their responsibilities, nor does it assume that it will ever be a completed document. It will be the responsibility of each president to have the booklet updated as activities and timelines change.

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

Sincerely,

James P. Pappas
Executive Vice President

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Responsibilities of President

The President's three most important responsibilities are to:

1. Ensure an Annual Conference and Meeting of the highest quality.

The Board provides on-going strategic direction, but the President must sustain the activities and services that move the Association in that direction. Additionally, the Annual Conference and Meeting is the Association's signature activity and its success is the President's responsibility. The selection of Chairs and members of the Conference Planning Committee is critical to the meeting's success and are the President's most important appointments. These appointees must work as a team to plan and deliver a cost-effective Annual Conference and Meeting of the highest quality possible. This close relationship must continue from the identification of the theme through the final fiscal closeout.

2. Maintain the Association's strategic momentum.

The President is responsible for leading the Board in accordance with the principles of policy governance, adopted by the Board in 1998 and implemented in May 1999. These principles direct that the Board spend its time on strategic issues, and the Executive Committee and Home Office act in a collective "staff" role. The President is, therefore, part of the strategic decision-making body (the Board) and the implementation team (the Executive Committee). The President must maintain a balance between these roles and act accordingly.

3. Maintain, consult and communicate with the Home Office on ACHE operations.

The Home Office is a critical link between the President and the membership for providing exemplary customer service and communicating accurate and essential information to its members.

Target Date

Task

October/November
(start of year)

Assume office at close of the Annual Conference and Meeting.

- Preside over Board of Directors meeting immediately following the Annual Conference and Meeting.
- Provide board members with committee assignments, committee membership lists, and other pertinent information.
- Announce dates and location for midyear board meeting.
- If possible, announce dates for Executive Committee conference call meetings

October-December

Correct and finalize committee lists, as needed. Appoint any new committee members based on interest generated at Annual Conference and Meeting.

Inform institutional presidents, vice presidents, etc., of incoming officers or board members from their institutions, as both a way of acknowledging the staff members' participation and thanking the campus leadership for supporting the Association.

October-October (throughout year)	<p>Serve as chief officer of Executive Committee.</p> <p>Preside over and bring agenda items to regularly scheduled conference call meetings of committee. (Schedule call dates with home office.)</p> <p>Prepare and respond to correspondence on behalf of ACHE.</p> <p>Authorize changes in procedures in accordance with Constitution and Bylaws.</p> <p>Represent ACHE at sister organizations' annual meetings, if possible.</p>
February- April	<p>Attend regional meetings.</p> <ul style="list-style-type: none"> • Give presentations on "state of ACHE"; recruit new members; provide more formal presentation if region requests. • Recognize outgoing regional chairs; welcome incoming chairs. <p>Establish agenda for midyear board meeting.</p>
April/May/June	<p>Preside at midyear board meeting</p>
June-October	<p>Provide support/information/consultation to President-Elect regarding committee appointments and preparation for Annual Conference and Meeting.</p> <p>Make necessary preparations for Annual Conference and Meeting.</p> <p>Work with Home Office to develop agenda for board meeting and business meeting(s).</p> <p>Prepare opening and introductory remarks for appropriate Annual Conference and Meeting sessions.</p>
October/November	<p>Preside over board meeting prior to Annual Conference and Meeting</p> <p>Preside over Annual Conference and Meeting, including business meetings, luncheon, and closing session</p> <p>Host past president's luncheon and bring them up to date on Association business</p> <p>Introduce incoming president and "pass the gavel" at closing session</p>

Responsibilities of President-Elect

The President Elect’s three most important responsibilities are to:

- 1. Select a location for the Annual Conference and Meeting to take place in his or her presidential year**
- 2. Select the Committee responsible for planning and execution of the Annual Conference and Meeting**
- 3. Oversee and provide final approval for non-face-to-face programming for the association**

As of this writing, such activities include the annual summer webinar series. The intent is to provide a strategic leadership voice to the programming process.

<u>Target Date</u>	<u>Task</u>
October/November (start of year)	Assume office at the close of Annual Conference and Meeting Attend Board of Directors meeting immediately following the Annual Conference and Meeting
October-October (throughout year)	Serve on Executive Committee. Attend regularly scheduled conference call meetings and midyear board meeting Provide support/information/consultation to Vice President and President Lead ACHE’s strategic planning process <ul style="list-style-type: none"> • Monitor strategic plan goals and present semi-annual progress reports to the Board
January- May	Determine program theme for presidential year Appoint Conference Planning chair(s) to lead the program committee during upcoming year Determine conference site and go on a site visit to select conference hotel Draft mission statement for presidential year of the Annual Conference and Meeting theme and give to program chair Work with any virtual programming committees to determine and approve appropriate content
April/May/June	Attend midyear board meeting

- June-September Contact current committee members to determine interest in continuing service on committee.
- Recruit/confirm committee chairs for presidential year.
- “Officially” appoint by letter; send letter, charge to committee chairs, and committee guidelines to new chairs. Send committee membership list when determined.
 - Appoint committee members; send “official” appointment letters with copies to committee chair, board liaison (if known), and Executive Vice President. Include committee guidelines.
 - Compile committee membership lists as soon as possible and send to all committee members’ chairs, board liaisons, and Home Office
- Send welcome letters to new regional chairs (who will serve during half of President-Elect’s presidential year).
- September/October Prepare final draft of President-Elect’s speech for presentation at conference and for inclusion in *Proceedings*.
- October/November Attend annual conference and meeting.
- Deliver speech (historically at Annual Lunch)
 - Accept gavel at closing session
 - Take over as new president, presenting gift to outgoing president and adjourning annual conference and meeting
 - Prepare agenda and preside over closing board meeting

Responsibilities of Vice President

<u>Target Date</u>	<u>Task</u>
October/November (start of year)	Assume office at the close of Annual Conference and Meeting Attend Board of Directors meeting immediately following the Annual Conference and Meeting
October-October (throughout year)	Serve on Executive Committee. Attend regularly scheduled conference call meetings. Serve as chair of Council of Regional Chairs <ul style="list-style-type: none">• Communicate regularly with regional chairs• Determine issues which should be brought before the Board• Work with regions and Executive Committee to ensure the health and vitality of the regions and regional programming Schedule and prepare agenda and programming for Regional Leadership Institute
April/May/June	Attend midyear board meeting
October/November	Attend annual conference and meeting <ul style="list-style-type: none">• Attend board meetings immediately before and after the annual conference and meeting• Moderate Regional Leadership Institute

Responsibilities of Immediate Past President

<u>Target Date</u>	<u>Task</u>
October/November (start of year)	Assume office at the close of Annual Conference and Meeting Attend Board of Directors meeting immediately following the Annual Conference and Meeting
October-October (throughout year)	Serve on Executive Committee. Attend regularly scheduled conference call meetings. Chair the Nominations and Elections Committee Chair the Council of Past Presidents
April/May/June	Attend midyear board meeting
October/November	Attend annual conference and meeting <ul style="list-style-type: none">• Attend board meetings immediately before the annual conference and meeting

Responsibilities of Board Members

<u>Target Date</u>	<u>Task</u>
October/November (start of year)	Attend annual conference and meeting <ul style="list-style-type: none">• If newly elected, assume office at the close of Annual Conference and Meeting• Attend Board of Directors meeting immediately following the Annual Conference and Meeting
October-October (throughout year)	Serve as board liaison, as assigned by President, to one or more association committees. <ul style="list-style-type: none">• Communicate questions, responses, concerns, changes in mission or charge, etc. to Board and committee.• As called upon by the President and/or Executive Committee and/or the membership, act for and on behalf of the Association between annual conference and meetings.
April/May/June	Attend midyear board meeting
October/November	Attend annual conference and meeting <ul style="list-style-type: none">• If concluding appointment, attend board meetings immediately before the annual conference and meeting.• All continuing board members should attend board meetings immediately before and following the annual conference and meeting.