



Position Description for: At Large Board Member
Updated: March 2022
Responsible Party: Board of Directors

Impact

Your role as an At Large Member of the Board of Directors is a highly visible volunteer role of the Association. Your decisions, both big and small, will shape the current and future of ASHE.

Role

At Large Board Members of the Board of Directors serve staggered terms (two are elected each year). The role of At Large Members (with the other members of the Board of Directors) is to oversee affairs of the association, especially the financial oversight (budget setting and audit), strategic priorities, and the collective supervision of the Executive Director. The role is both a balance of short-term decision making regarding ASHE policy and operations as well as forecasting the future of the field and organization. All members of the Board of Directors provide fiduciary oversight and governance while the ASHE Staff will be responsible for the day-to-day operations of the Association.

Responsibilities & Commitment

- Agree to uphold the governing policies of ASHE, including the Bylaws, Conflict of Interest Policy, and Ethics Principles
- Serve as an ambassador of the Association, including maintaining positive relationships with members, leaders of other associations, members of the press, and other stakeholders. This may include attending events on behalf of the Association (e.g., other conferences, gatherings, etc.).
- Understand and actively participate in annual budget process and regularly monitor the fiscal health of the organization.
- Prepare for, attend, and actively participate in two annual in-person Board Meetings (summer and fall) and two virtual Board meetings (winter and fall)
- Serve on various standing or ad hoc committees as appointed by the ASHE President
- Attend the annual conference and serve as an ambassador of the Association, greeting and networking with individuals and answering questions about the Association
- Be a fundraiser for the Association under the leadership of the In collaboration with the President, Advancement and Fundraising Committee, and Executive Director, support fundraising efforts, such as conference sponsorship recruitment and retention

Time Commitment

The average time commitment for this position varies, but is on average about 3-5 hours per month. This includes preparing for Board of Directors Meetings, attending those

meetings, and work outside of meetings such as committee service or work. This will be higher during some weeks, depending on happenings of the Association.

Training & Support

- The ASHE Executive Director will host a New Board Member Orientation prior to the Annual Conference when you take office. Additional training on governance and/or fiduciary management may be available upon request to the Executive Director.
- The ASHE Executive Director will be your staff contact and is available via email, phone, or text.
- The ASHE President will be your Board of Directors contact and is available via email, phone, or text. The ASHE Legal Counsel and ASHE Budget Chair are also available to answer respective questions.
- Costs for the in-person summer board meeting will be covered by ASHE; the fall meeting is in conjunction with the annual conference and expenses are not covered.

Qualifications

The position of At Large Board Member is an elected position, which is nominated by the membership, slated by the Nominations Committee, and elected by the membership.

The qualifications below are required qualifications for an At Large Board Member and will be considered by the Nominations Committee during the slating process:

- Institutional support for taking on this role (e.g., consideration of this role as “service,” support from supervisor/program coordinator/department chair for travel to the annual conference)
- Current membership in ASHE at the time of nomination and throughout duration of appointment
- Experience in an ASHE leadership role (e.g., committee member or chair)
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles

The qualifications below are preferred qualifications for an At Large Board Member and will be considered by the Nominations Committee during the slating process. We recognize that opportunities to gain these experiences may be limited by career stage and/or institution as well as for members who are Indigenous and racially minoritized. As such, ASHE will provide a Board Orientation and on-going training as needed to equip all board members with the skills necessary to carry out their duties.

- Experience in a management or leadership role (e.g., institution/organization committee member or chair, program coordinator, department chair, assistant/associate dean, etc.)
- An intermediate understanding of financial, legal, and governance aspects of nonprofit/association management or a willingness to devote time prior to assuming the role to learning about these aspects