



Position Description for: At Large Board Members & Graduate Student Board Members

Updated: March 2026

As an At-Large or Graduate Student Member of the Board of Directors, you serve as a highly visible steward and guardian of ASHE’s mission, assets, and strategic future. In this role, you balance essential oversight—including fiscal monitoring and policy development—with the visionary work of forecasting emerging trends within our scholarly community. Through your two-year term of active leadership and committee service, you collaborate to ensure the association remains a stable, inclusive, and forward-thinking home for the study of higher education.

The role of the Board of Directors is to:

1. Act as the fiduciary and guardian of ASHE’s assets.
2. Understand (or seek clarification to understand) and monitor ASHE’s budget.
3. Engage in strategic planning to establish short- and long-term goals and to support and assess progress toward goals.
4. Develop policies for the overall management and operation of the Association.
5. Retain, support, and evaluate the performance of the Executive Director.

Members of the Board of Directors are responsible to:

1. Maintain a good standing (i.e., who are current with their dues) membership during my board service.
2. Support the vision, mission, and values of ASHE.
3. Read, understand (or seek clarification to understand), and adhere to the ASHE Bylaws and Policies including the Governance Code of Ethics and Conflict of Interest Policy.
4. Read, understand (or seek clarification to understand), and abide by the ASHE Inclusion, Equity, and Organizational Statement.
5. Read and understand (or seek clarification to understand) financial statements.
6. Attend and actively participate in Board meetings.
7. Participate in committee work as assigned.
8. Be informed about and advocate for the programs of ASHE.
9. Donate any amount personally annually or secure an annual donation to an ASHE Fund to achieve 100% Board participation.



10. Participate in fundraising, membership activities, and special events sponsored by ASHE.
11. Act as an informed steward of the ASHE Board's decisions.
12. Maintain the confidential nature of Board deliberations, specifically do not share items marked as For Internal Use Only and seek clarification when unsure.
13. Make judgments always on the basis of what is best for the organization as a whole.

Responsibilities & Commitment

Board of Directors Leadership:

- Attend and engage in the quarterly meetings of the Board of Directors as a voting member
- Understand and actively participate in annual budget process and continually monitor the fiscal health of the organization
- Attend and engage in monthly meetings of the Executive Committee as a voting member
- Attend and engage in twice annual meetings of the Leadership Consortium
- Serve on and engage with two Board Standing Committees: Audit & Finance, Member Engagement, Scholarly Engagement, or Values & Policies. Committees meet about monthly.

Conference:

- Serve as an ambassador of the Association, greeting and networking with individuals and answering questions about the Association
- Attend affiliate receptions as a representative of the Association
- Attend poster session, works in progress session, and other key events of the conference program

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.
- 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 Audit & Finance Committee Chair are also available to answer respective questions.
- Expenses to attend stand-alone Board meetings (e.g., a summer board meeting) and the relevant program committee meeting are included in the ASHE budget. Expenses to attend the ASHE annual conference are the responsibility of the individual and/or their institution. There is no additional financial support (including a salary) from the association for board members.
- The President and the Executive Director will be responsible to provide each member of the Board of Directors with the following:
 - Regular Board meetings scheduled prior to the start of the year and agendas provided at least 10 days in advance of each meeting.
 - Minutes of all Board meetings.
 - Relevant information to conduct your job as a Board member, including annual Board training for all new Board members.
- To the extent allowed by law, indemnification from liability for a Board member's reasonable and necessary actions including, but not limited to Director's and Officers' insurance liability coverage.

Qualifications

The positions of At Large Board Members and Graduate Student Board Members are elected positions, which are nominated by the membership, slated by the Nominations Committee, but ultimately selected by the membership. The qualifications below are ideal qualifications:

- Current membership in ASHE at the time of nomination and throughout duration of service
- 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
- Experience in an ASHE leadership role (e.g., committee member or chair)



- 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)
- For At Large Board Members:
 - Experience in a management or leadership role (e.g., institution/organization committee member or chair, program coordinator, department chair, assistant/associate dean, etc.)
 - An earned terminal degree (e.g., Ph.D., Ed.D., J.D.) or substantial research or practical expertise relevant to the proposal who does not have a terminal degree (e.g., a policy maker or policy researcher with 10+ years experience).
- For Graduate Student Board Members:
 - Enrollment in a graduate program, preferably a doctoral program, through the spring or summer of the second year of the term.