



Position Description for: President of the Board of Directors

Updated: March 2026

The ASHE President serves as a bridge between our association's current mission and the future of higher education scholarship. This role is a vital balance of overseeing immediate policy and operations while forecasting emerging trends to ensure ASHE continues to lead and inspire our scholarly community. As our lead volunteer officer, you will guide the heart of the association through a purposeful three-year progression from visionary architect to strategic leader and, finally, to a guardian of institutional wisdom. This journey ensures that ASHE remains a vibrant, stable, and inclusive 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

As President Elect: Year 1

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
- Chair the Board of Directors' Member Engagement Committee
- Serve as a member of the Executive Director Evaluation Committee
- Shadow the President and serve as Acting President as necessary and as delegated by the Bylaws, Board of Directors, or President

Planning:

- Begin planning for role as President, including selecting Conference Committee Chair, Conference Committee Leadership Team, and developing a conference theme
- Work with the Audit & Finance Committee Chair and Executive Director to set the annual budget and continually monitor the fiscal health of the organization
- Develop plans for any Presidential Commissions or special events during the following year
- Develop a theme and overall vision for the annual conference for the following year
- Meet monthly with the Executive Director to share updates and plan for the upcoming month



Conference:

- Serve as an ambassador of the Association, greeting and networking with individuals and answering questions about the Association
- Shadow the current President in their role
- Attend affiliate receptions as a representative of the Association
- Attend poster session, works in progress session, and other key events of the conference program
- Assume the Presidency at the Closing Session/Community Meeting and deliver brief remarks (about 5-10 minutes)

As President: Year 2

Board of Directors Leadership:

- Collaboratively set the agenda with the Executive Director and serve as chair for 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
- Collaboratively set the agenda with the Executive Director and serve as chair for the Executive Committee as a voting member
- Collaboratively set the agenda with the Executive Director and serve as chair for the Leadership Consortium
- Chair the Board of Directors' Scholarly Engagement Committee
- Serve as a member of the Executive Director Evaluation Committee
- Establish and maintain a working relationship with all entity and committee chairs.

Fundraising:

- Collaboratively work with the Executive Director on fundraising and sponsorship. Traditionally, the President has secured a \$10,000 conference sponsorship from their home institution/organization and has personally donated \$500 to a current use or endowed fund.

Conference Planning:

- Work with and empower the Conference Committee Chair to lead program content planning for the Annual Conference



- Select keynote speakers. *Note: The president may use no more than \$10,000, allocated to the conference budget, for honoraria for invited speakers (Article VII, Section 1). Goal is to have contracts finalized and signed by May 31 prior to the Annual Conference.*
- With the Conference Committee Leadership Team to develop presidential sessions for the conference.

Staff Engagement:

- Support the Executive Director in their role
 - Meet monthly with the Executive Director to share updates and plan for the upcoming month
 - Be available to collaborate on urgent issues which may arise

Conference:

- Serve as an ambassador of the Association, greeting and networking with individuals and answering questions about the program
- Attend affiliate receptions as a representative of the Association
- Serve as they conference spokesperson to media, with approval of the ASHE Executive Director
- Deliver the Presidential Address (45 minutes)
- Report on the business and other affairs of the association at the Community Meeting at the Annual Conference
- Attend poster session, roundtable session, and other key events of the conference program (e.g., PVDS Gallery Opening and Research Workshops)
- Mentor the President Elect by including them on important communications, seeking their advice for decisions which have an impact beyond the current year, and ensure a smooth transition

As Immediate Past President: Year 3

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
- Chair the Board of Directors' Values and Policies Committee
- Chair the Executive Director Evaluation Committee
- Mentor the President and serve as Acting President as necessary and as delegated by the Bylaws, Board of Directors, or President

Time Commitment

The average time commitment for this position varies. In the years as president elect, the average is about 2 hours per week. In the years as president, the average is about 5 hours per week. As past president, the average is about 2 hours per week. This will be higher during some weeks, depending on the happenings of the Association.

Training & Support

- The year of service as President Elect is the primary training for the position of President. During this year, the President is encouraged to maintain communication with the President Elect as well as allow for shadowing and thought partnership when possible.
- The President and/or President Elect are able to attend professional development events through ASAE: The Center for Association Management, such as the CEO Symposium; the cost for this will be covered by ASHE.
- The ASHE Audit & Finance Chair, ASHE Legal Counsel, and ASHE Executive Director will provide support and guidance on precedent as well as budgetary, legal, and operational considerations.
- Expenses for the president-elect, president, and past president 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 as president elect and past president are the responsibility of the individual and/or their institution. During the year of the presidency, the current president's lodging (only) at the annual conference is covered by the ASHE conference budget; other expenses related to attending the conference are the responsibility of the individual and/or their institution. There is no additional financial support (including a salary) from the association to the president elect, president, or past president.



- 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 position of President is an elected position, which is nominated by the membership, slated by the Nominations Committee, but ultimately selected by the membership. The qualifications below are ideal qualifications for a President.

- Experience in a management role (e.g., department chair, associate dean, etc.)
- Experience in an ASHE leadership role (e.g., Board of Directors, committee, etc.)
- An advanced 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
- An earned terminal degree (e.g., Ph.D., Ed.D., J.D.)
- Institutional support for taking on this role such as consideration of this role as "service," support from supervisor/program coordinator/department chair for travel to the annual conference, course release, graduate student support (these are all examples and not requirements)
- Current membership in ASHE at the time of nomination and throughout duration of appointment
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles