

Representative-at-Large

The content of this document is furnished for guidance purposes only and should not be construed as a commitment by SPA. The SPA Board understands that this document supplements information contained in the current Bylaws ([see here](#)), serving as a tool to appropriately guide and inform members regarding Board Member and Staff expectations and roles consistent with the current transitions of our organization. If you have any questions about this document, please reach out to the Chair of the Leadership Development Committee, John McNulty at john-mcnulty@utulsa.edu or the SPA Executive Director, Nathan Victoria at nvictoria@spaonline.org.

Selection and Period of Office: Two Representatives-at-Large are elected annually by email/mail ballot, assume office January 1st following the election, and serve for a period of three years and may be elected to two consecutive terms.

Vacancy: A vacancy occurring on the Board as a result of the death, resignation, retirement, incapacity, disqualification or removal of a director shall be filled by and elected by the Board based on nominations by the Leadership Development Committee. A director filling a vacancy shall serve for the unexpired term of their predecessor in office and until their successor is elected and installed.

Qualifications:

1. Must be a Member in the Society
2. Should determine prior to accepting the nomination that he/she will have ample time to carry out the duties of a Representative-at-Large.

Duties:

Fulfills duties as assigned by the President and/or the Board of Trustees. Board members will have responsibilities to serve on or chair Society committees. Per the bylaws, there are five standing Board committees: Executive Committee chaired by the President, Leadership Development Committee chaired by the Past President, Conference Committee chaired by the President Elect, Finance Committee chaired by the Treasurer, Membership Committee chaired by the Secretary, and the Diversity and Social Justice Committee. In addition, there are other, non-Board standing committees serve various functions for the Society and report to the board. Those committees include the Continuing Education Committee, Awards Committee, Student Matters Committee, Interest Group Committee, and the Fellows Committee. Information about each committee's charge and responsibilities can be found in either the current bylaws or the forthcoming Policy and Procedures Manual.

In addition, at times there may be Ad Hoc Committees positions to be filled by board members, either as committee chairs or members. Those positions will be determined by the Board.

Essential Experience/Expertise/Skills of Representatives-at-Large

The board identified several competencies in areas that Representatives-at-Large should evidence. Those can be found in the [Candidate Leadership Guide](#). In many ways those competencies are aspirational as for many newly elected Representatives-at-Large, this may be their first experience as Board members. In addition to those competencies, Board members should:

- Hold an active SPA Member/Fellow/Life Member/Life Fellow membership throughout their term.
- Have a history of leadership on one or more SPA Committees and/or Interest Groups
- Previous experience on the SPA BOD (preferred)
- History of leadership at the state, national, and/or international levels (preferred)
- An awareness of the roles Diversity, Equity, Inclusion, and Justice play in leading a Society
- Flexible schedule to accommodate Association responsibilities
- Forward-looking and visionary mindset

Time Commitment

We encourage you to consider your capacity to invest time into this important leadership position for SPA. To provide more specifics, the SPA Board will meet at least four times a year, with an in-person meeting immediately before the SPA Convention in March and an additional in-person meeting in September. The two other virtual conference calls will occur in June and December. Note that reading materials are provided to the Board prior to each meeting that require time to review in advance. In addition to these four meetings, the At-Large roles will need to allocate time for committees and/or task forces they chair. Most of the necessary work is easily addressed via email with SPA staff and committee members, and for both the Continuing Education and Fellows committees, the preponderance of the work takes place from August through October. Committee meetings, as required, are held virtually.