

Impact

Your role as an At Large Member of the Board of Directors be a highly visible volunteer role of the Association. Your decisions, both big and small, will shape the current and future stability 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 hiring/firing 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.

Responsibilities & Commitment

- Agree to uphold the governing policies of ASHE, including the Bylaws, Conflict of Interest Policy, and Ethical 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 continually monitor the fiscal health of the organization.
- Serve on various standing or ad hoc committees as appointed by the ASHE President
- Attend the annual 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
 - Provide ASHE Staff with information about operational and logistical issues
- Prepare for, attend, and actively participate in Board Meetings. Expenses for the in-person summer board meeting will be covered by ASHE; the fall in-person board meeting is held during the annual conference and expenses are not covered.
- Be a fundraiser for the Association
 - In collaboration with the Executive Director, Budget Chair, and Fundraising and Advancement Chair, 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 if 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 Budget Chair are also available to answer respective questions.
- Costs for the in-person summer board meeting will be covered by ASHE.

Qualifications

The position of At Large Board Member 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 an At Large Board Member.

- 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 non-profit/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, discussant)
- An earned terminal degree (e.g., Ph.D., Ed.D., J.D.)
- 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
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles