



Position Description for:

Graduate Student

Board Member

Updated:

February 2020

Responsible Party:

Board of Directors

Impact

Your role as an Graduate Student 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 stability of ASHE. Additionally, you serve as the representatives of about 40% of the ASHE membership, graduate students; your advocacy can create greater inclusion within the association.

Role

Graduate Student Members of the Board of Directors serve staggered terms (one student member is elected each year). The role of Graduate Student Members (alongside 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. Graduate Student Members also lead planning for events throughout the year and during the annual conference for graduate students. Graduate Student Members also serve as advocates for graduate students throughout the year.

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.
- Oversee management of the ASHE graduate student website (in coordination with the ASHE Office), the ASHE Grads Blog, the ASHE Grads social media, and the ASHE Grads email account.
- Manage the ASHE Grads Travel Scholarship Program application and selection process.
- Oversee the coordination of events throughout the year for ASHE Grads such as webinars and/or Twitter Chats.

- Oversee the coordination of graduate student events at the annual conference, such as the newly minted scholar luncheon.

Time Commitment

The average time commitment for this position varies but is on average about 5-8 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, and leading up to and during the annual conference.

Training & Support

- The ASHE Executive Director will host a New Board Member Orientation for all newly elected members of the Board of Directors prior to the Annual Conference, where you begin your elected term.
- 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.
- Expenses for the in-person summer board meeting will be covered by ASHE; a \$500 stipend for travel to and attendance at the in-person fall board meeting (held during the conference) will be provided by ASHE.

Qualifications

The position of Graduate Student 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 a Graduate Student Member.

- Enrollment in a graduate program, preferably a doctoral program.
- Current student membership in ASHE at the time of nomination and throughout duration of appointment.
- 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
- 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)
- Preferably, experience in an ASHE leadership role (e.g., committee member or conference chair, etc.)
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles.