

Impact

Your role as President of the Board of Directors be the most visible volunteer role of the Association. Your decisions, big and small, will shape the current and future stability, viability, and vision of ASHE.

Role

The president shall be the executive officer of the corporation. They shall have the authority necessary to oversee, supervise, and conduct the affairs of the association for which they are responsible. (Article V, Section 2). The role is 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. These activities may include attending events on behalf of the Association (e.g., other conferences, gatherings, etc.).

As President Elect

- Attend the annual conference as President Elect
 - 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 throughout the conference
 - Serve as the key point of contact for the ASHE conference that falls at the end of their term
 - Attend affiliate receptions as a representative of the Association
 - For the year of their presidency, serve as ASHE Conference spokesperson to media, with approval of the ASHE Executive Director
 - Provide ASHE Staff with information about operational and logistical issues
 - Deliver brief updates on the ASHE Conference at community meeting held the year prior to their presidency (e.g., provide an update at the ASHE 2021 meeting about what is coming for the ASHE 2022 meeting)
 - Attend poster session, roundtable session, and other key events of the conference program (e.g., PVDS Gallery Opening and Research Workshops)
- Shadow the President and serve as Acting President as necessary and as delegated by the Bylaws, Board of Directors, or President
- Serve as the board representative on the Position Taking Committee (this is a tradition albeit not written into the ASHE Bylaws)
- Begin planning for role as President, including selecting Program Committee Chair(s) as well as soliciting nominations for upcoming vacant committee positions

- Attend and actively participate in Executive Committee and Board of Directors meetings

As President

- Call and preside at Board Meetings
 - Chair the Board of Directors, which includes setting a calendar of meetings (ideally once per month) and leading all meetings
 - Work with Executive Director to develop an agenda and provide timely notice for all meetings
 - Work with the Executive Director to develop plans and the agenda for the Summer and Fall in-person Board Meetings
- Call and preside at Executive Committee Meetings
 - Chair the Executive Committee (current, past, and elect presidents; legal counsel; budget chair; Executive Director), which includes setting a calendar of meetings (ideally once per month) and leading all meetings
 - Work with Executive Director to develop an agenda and provide timely notice for all meetings
- Appoint Members to various ASHE Committees
 - Establish and maintain a working relationship with all committee chairs.
 - Nominate members to committees of the Board, subject to Board approval. The president shall expressly solicit recommendations by the incumbent committee chair and the membership of the association for volunteers and nominations, acting in a manner consistent with the statement on diversity above. (Article IV, Section 6). Nominations should be submitted to the board in time for new committee members to begin their service immediately at the conclusion of the ASHE conference, when the president moves from elect to current status.
 - As necessary, appoint the Executive Director to serve as an ex officio member of any committee of the Board which they are not explicitly a member (Article V, Section 3)
 - Establish Ad Hoc committees through a written charge specifying its assignment, the officer or body to whom it reports and when reports are to be submitted, and a date certain by which it shall be either affirmatively renewed or automatically dissolved (Article IV, Section 7)
 - When necessary, appoint an ad hoc search committee to recommend candidates for Legal Counsel (Article V, Section 4)
 - The board shall review on a periodic basis all entities, programs, or initiatives of the association that it establishes. The president is responsible for appointing a review committee chaired by a member of the board and comprised of ASHE members. (Article VIII, Section 1)
- Be a fundraiser for the Association
 - Serve as an ex officio member of the Committee on Advancement and Fundraising (Article 5, Section 6, o)
 - Unless otherwise authorized by the executive committee, only the president, and president elect acting if the president is unavailable and time is of the essence, or the executive director may engage in fund raising activity on behalf of the association or the councils, committees, or editorial boards within it. Fundraising

- activity includes initiating any contact with a prospective funder or continuing a discussion upon being contacted by a prospective funder beyond referring that prospective funder to the president or executive director. (Article VII, Section 3)
- In collaboration with the Executive Director, Budget Chair, and Fundraising and Advancement Chair, develop a plan to achieve annual fundraising goals, including conference sponsorship.
 - Lead program content planning for the Annual Conference
 - Appoint the chair(s) of the program committee and approve committee members recommended by the chair(s) (Article IV, Section 4, h)
 - Develop a theme and overall vision 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 Meeting.*
 - With the program committee chair(s), develop presidential sessions for the conference.
 - Develop (if any) special initiatives which uphold the conference theme.
 - In consultation with the Program Chair, Executive Director, and Conference Coordinator, develop a preliminary conference program plan. This should include any aspects of the conference which will require funding and/or staff support.
 - Attend the Program Committee Meeting in May or June.
 - Fiduciary Responsibility
 - Work with the Budget Chair, Budget Committee, and Executive Director to set the annual budget and continually monitor the fiscal health of the organization.
 - The executive director may obligate the association to an amount not exceeding \$2,500 for legitimate expenses of the organization. The executive director and the president or, if the president is unavailable and time is of the essence, the president elect, must authorize, in writing, obligations exceeding \$2,500. (Article VII, Section 1)
 - Unless otherwise authorized by the Executive Committee, only the president, the president elect acting if the president is unavailable and time is of the essence, or the executive director may enter a contract or agreement on behalf of the association or the councils, committees, or editorial boards within it, including with vendors, other associations, or other individuals or entities. (Article VII, Section 2)
 - The following reports are mandated by the Bylaws to be submitted to the President:
 - Petitions from the membership for discussion at the Community Meeting (Article III, Section 2)
 - The slate of persons for elected office from the Nominations Committee (Article IV, Section 3)
 - Requests of members of the Board of Directors to hold a special meeting (Article IV, Section 4)
 - Requests from members to establish a Council of the Association (Article VI, Section 1)
 - 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
- Attend the ASHE conference during presidency
 - Serve as an ambassador of the Association, greeting and networking with individuals and answering questions about the program
 - Serve as the key point of contact with keynote speakers (although some aspects may be coordinated by a volunteer, and logistical aspects may be coordinated by staff)
 - Attend affiliate receptions as a representative of the Association
 - Serve as they conference spokesperson to media, with approval of the ASHE Executive Director
 - Provide ASHE Staff with information about operational and logistical issues
 - Deliver a Presidential Address (about 45 minutes)
 - Report on the business and other affairs of the association at the Community Meeting at the Annual Conference (Article III, Section 2)
 - 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

- Initiate and lead the annual review process of the Executive Director
- Chair the Board of Directors Nominations Committee
- Serve as an ex officio member of the Publications Committee

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 happenings if 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 Staff will host an in-person on-boarding and planning meeting with the President Elect and their Program Chair(s) in the Summer/Fall prior to assuming the role as President.
- The ASHE Budget 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.

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 non-profit/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