



Position Description for:

President

Updated:

March 2022

Responsible Party:

Board of Directors

Impact

Your role as President of the Board of Directors is 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, forecasting the future of the field and organization, and setting a vision for ASHE in the field of higher education research, policy, and practice. All members of the Board of Directors provide fiduciary oversight and governance while the ASHE Staff will be responsible for the day-to-day operations of the Association.

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 and actively participate in monthly Executive Committee and four annual Board of Directors meetings, two virtually and two in-person
- Serve as the board representative on the Position Taking Committee (this is a tradition albeit not written into the ASHE Bylaws)
- Shadow the President and serve as Acting President as necessary and as delegated by the Bylaws, Board of Directors, or President
- Begin planning for role as President, including selecting Conference Leadership as well as soliciting nominations for upcoming vacant committee positions
- Attend the annual conference as President Elect, serving as an ambassador of the Association and shadowing the current President. This will also include delivering brief updates about the next 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)

As President

- 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.
- Chair the Board of Directors, which includes setting a calendar of meetings for the two virtual meetings and two in-person meetings as well as leading all meetings. Work with Executive Director to develop an agenda and provide timely notice for all meetings.
- Appoint Members to various ASHE Committees
- Be a fundraiser for the Association in collaboration with the Executive Director and the Advancement and Fundraising Committee.
 - Traditionally, the President's home institution has sponsored the General Confernece at the \$10,000-\$35,000 level
 - Serve as an ex officio member of the Committee on Advancement and Fundraising.
 - In collaboration with the Executive Director, Budget Chair, and Fundraising and Advancement Chair, develop a plan to achieve annual fundraising goals, including conference sponsorship.
- Set a vision for the Annual Conference and empower volunteers and staff to execute that vision:
 - Appoint the chair(s) of the program committee and approve committee members recommended by the chair(s)
 - 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. 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.
- Work with the Budget Chair, Budget Committee, and Executive Director to set the annual budget and continually monitor the fiscal health of the organization.
- Support the Executive Director in their role by engaging in twice monthly one-on-one meetings and being available to collaborate on urgent issues which may arise
- 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
- Attend the ASHE conference during presidency and serve as an ambassador of the Association by attending events, receptions, and other engagements.

- Deliver a Presidential Address (about 45 minutes) during the conference and submit the speech as an article for publication in the *Review of Higher Education*

As Immediate Past President

- Attend and actively participate in monthly Executive Committee and four annual Board of Directors meetings, two virtually and two in-person
- 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 2-3 hours per week, year-round. In the years as president, the average is about 5-10 hours per week, year-round. As past president, the average is about 2-3 hours per week, year-round. 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. The qualifications below are required

qualifications for a President and will be considered by the Nominations Committee during the slating process:

- Current membership in ASHE at the time of nomination and throughout duration of appointment
- Experience in a management role (e.g., department chair, associate dean, committee chair, program director, 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)
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles

Members typically slated and elected as President are either advanced Associate Professors, Full Professors, or hold a high-level administrative role within or outside of an academic institution. This is due to the experience serve as the elected leader of a non-profit corporation as well as the time required to fulfill the duties of the position.