



Association for
Continuing Higher Education

The Network of Leaders for Lifelong Learning for Over Sixty Years

Guide for

Committee Chairs, Network Leaders & Editors

October 2010

Dear ACHE Leader:

Thank you for agreeing to accept a leadership role in ACHE. Your willingness to serve as a committee chair, network leader or editor is critical to the continued success of the Association.

This booklet is an attempt to provide each person accepting a leadership role some sense of past practices, a schedule of when things are normally done and information on the activities and responsibilities of the various components of the Association.

This guide is not intended in any way to limit the creative energy each person brings to their responsibilities, nor does it assume that it will ever be a completed document. It will be the responsibility of each president to have the booklet updated as activities and timelines change.

The members of ACHE truly appreciate your commitment, leadership, and contributions to the Association.

Sincerely,

James P. Pappas
Executive Vice President

Table of Contents

Charge to Committee Chairs3

Responsibilities of Committee Chair4

Awards5

Budget and Finance7

Committee on Inclusiveness8

Constitution and Bylaws10

Membership Recruitment and Retention12

Nominations and Elections14

Advisory Council of Past Presidents19

Program & Local Arrangements20

Publications and Communications21

Council of Regional Chairs22

Research24

Resolutions26

The Journal of Continuing Higher Education Editor27

Proceedings Editor28

Responsibilities of Network Leaders29

Charge to Committee Chairs

Your willingness to serve as chair of an ACHE committee is greatly appreciated. It is an indication of the trust your ACHE colleagues have in your ability to provide the leadership and initiative necessary to perform the assignment of your committee.

One of your first assignments will be to establish communication channels with the other members of your committee. In addition to any specific direction given to the committee by the President or Board of Directors, your committee will need to develop the plan of action necessary to successfully accomplish its function.

A member of the Board of Directors will be designated as liaison to your committee to provide communication to and from the Board. It is important that this individual be kept fully informed of the plans and work of the committee. You should channel recommendations, suggestions, and other matters through this individual.

The budget of the Association provides limited funds for committee work. The expenditures of these funds are at the discretion of the President and/or the Board. If funds are necessary to the work of your committee, you should request this of the President. This request should be in writing and indicate the background, purpose, amount requested and your plans for expenditure. A copy of this request should go to the Executive Vice-President.

As committee chair you will receive the guidelines for your committee. If you or any member of the committee is unable to serve during the year, it is important that this be conveyed to the President so that another person can be appointed.

A written report of the committee's activities and recommendations are to be made available in sufficient quantity for distribution (50 copies) at the annual business meeting of the Association which concludes your year of service as chair.

Please know that all meetings of the Board of Directors are open to committee chairs as well as the general membership. Your attendance at these meetings is always welcome.

Responsibilities of Committee Chair

NOTE: Committee chairs begin serving their appointed terms at the close of the annual conference and meeting when the appointing president receives the gavel.

In addition to the general guidelines set forth in the “Charge to Committee Chairs,” the following calendar-specific guidelines may be helpful:

<u>Target Date</u>	<u>Task</u>
October/ October (throughout year)	Chair work of committee, according to committee-specific guidelines. (Committee work is generally done by email or telephone, since funds for committee work are rather limited. Thus, committees are encouraged to meet sometime during the course of the annual conference and meeting.)
January	Submit committee-related proposal to program committee for possible presentation at next year’s annual conference and meeting (optional).
April	Submit report of committee work to home office for report at midyear board meeting.
June	If committee will meet at annual conference and meeting, submit room request to home office.
September – November	Send year-end report to home office. Send emails to committee members with reminder of meeting time and agenda for committee session at annual conference and meeting.
October/ November	Attend annual conference and meeting. <ul style="list-style-type: none">• Chair committee session, if scheduled to meet.• Attend, moderate, etc. committee-specific concurrent session, if scheduled.

Awards

COMMITTEE TYPE:	Constitutional	DATE: October, 1992
CREATED BY:	Constitutional Amendment	NEXT REVIEW: 2010
REVIEWED BY BOARD:	October, 2005	

Purpose:

To recommend to the Board of Directors recipients for Association awards, and to recommend policies on awards, monitor procedures for committee awards, and recommend or establish new awards.

Goals:

1. Seek out and receive nominations for awards.
2. Coordinate the awards nomination process.
3. Recommend award recipients.
4. Review awards criteria and processes annually and make recommendations for any changes.

Activities: (required by charge to committee)

Activities, which include long-range and annual, are to be established annually by the committee, subject to president's approval.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

<u>Target Date</u>	<u>Activity</u>
October/ November	Attend annual conference and meeting
January	Announce Call for ACHE Awards Nominations in <i>Five Minutes</i> .
January	Send email to members of Awards Committee notifying them of procedures, criteria and timeline.
October – February	Confirm receipt of each ACHE Award Nomination Form.
March	Deadline for return of ACHE Awards Nomination Form - March 1 st Confirm award nomination material has been received by members of Awards Committee. Chair confirms that recommended association award recipients are ACHE members in good standing.

May	<p>Members of the Board of Directors review and take action on recommended recipients for ACHE Association Awards.</p> <p>The President will send notification to the recipients following the midyear Board meeting.</p>
August	<p>Home office coordinates printing of award booklets. Chair confirms attendance of award recipients at annual conference and meeting and forwards information to the home office.</p> <p>The home office orders the award plaques and certificates.</p>
September	<p>Prepare for annual conference and meeting.</p> <ul style="list-style-type: none"> • Submit year-end report to board liaison for distribution to board members prior to annual conference and meeting. • Send emails to committee members of meeting time and agenda for committee session at annual conference and meeting.
October/ November	<p>Attend Annual Conference and Meeting.</p> <ul style="list-style-type: none"> • Coordinate the presentation of all awards and verify the attendance of award recipients. • Home office distributes award booklets at the annual conference.

Budget and Finance

COMMITTEE TYPE: Constitutional
CREATED BY: Constitution DATE: Unknown
REVIEWED BY BOARD: October, 2005 NEXT REVIEW: 2010

Purpose:

1. To review income and expenditures of the Association.
2. To recommend an annual budget to the membership.
3. To recommend sound fiscal policies to the Association

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

<u>Target Date</u>	<u>Activity</u>
October/ November	Attend annual conference and meeting.
October – October	Monitor budget income and expenditures and investments with the Executive Vice President; act/consult on any special requests from the Board.
April	Review annual audit report; provide any information requested by Board for midyear meeting.
August – September	In conjunction with committee and Executive Vice President, prepare budget; project 1-3 year plans for annual budget to assist in strategic planning.
October/ November	Attend annual conference and meeting. <ul style="list-style-type: none">• Present annual budget to the Board for endorsement.• Present annual budget to the members for approval.• Home office prepares copies of budget for distribution during business session.

Committee on Inclusiveness

COMMITTEE TYPE: Standing
CREATED BY: Board Action
REVIEWED BY BOARD: May, 2005

DATE: May, 2005
NEXT REVIEW: 2012

Purpose:

The Committee on Inclusiveness will work to create an organizational culture within ACHE that embraces all individuals and institutional types. Inclusiveness of individuals requires an organizational culture that supports and enhances professional development and leadership opportunities regardless of race, age, ethnicity, creed, disability, gender, or sexual orientation. Diverse institutional types include but are not limited to two-year and community colleges, technical colleges, colleges outside the United States, HBCUs, tribal colleges, and Hispanic-serving institutions. The Committee will provide guidance to the Board in support of strategic planning.

Internally the Committee will work with Membership, Program, Research and Publications and Communications Committees in addition Regional officers.

Goals:

- Embed inclusiveness across ACHE's organizational structure (committees, networks, Board representation, annual conference and meeting locations, and membership), and
- Develop a set of activities to accomplish the strategic plan objectives.

Activities: (required by charge to committee)

- Proactively encourage membership and leadership at the regional level.
- Identify and monitor indicators related to inclusiveness across the Association.
- Recommend target diversity goals for the Association.
- Conduct an annual assessment of activities related to inclusiveness in ACHE.
- Develop opportunities for mentorship.
- Review constitution and by-laws for potential impacts on recruitment and development of new members.
- Committee chair should be on Nominations and Program Committees.
- Consider research activities to inform the practice of other committees or networks within the Association.
- Diversity training for membership.

For ACHE

- Provide professional development funds to encourage participation of new members from underrepresented groups or institutions.
- Create linkages to diverse institutions and organizations, graduate students and faculty.
- Continue to provide opportunities for leadership to diverse populations.
- Consider sites outside of United States (e.g. Jamaica, Mexico) for Annual Conference and Meetings on a periodic basis.
- Enhancement of publications and information to enhance recruitment.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

<u>Target Date</u>	<u>Task</u>
October/ October	Committee work is generally done by fax, mail, phone or internet.
January	Submit committee-related proposal to program committee for possible presentation at next year's annual conference and meeting (optional).
April	Submit report of committee work to board liaison for report at midyear board meeting.
September – November	Send year-end report to home office. Send emails to committee members with reminder of meeting time and agenda for committee session at annual conference and meeting.
October/ November	Attend annual conference and meeting. <ul style="list-style-type: none">• Chair committee session, if scheduled to meet.• Attend, moderate, etc. committee-specific concurrent session, if scheduled.

Constitution and Bylaws

COMMITTEE TYPE: Constitutional
CREATED BY: Constitution DATE: Unknown
REVIEWED BY BOARD: October, 2005 NEXT REVIEW: 2010

Purpose:

To review proposed legislative matters of the Association and pass on the legality.

Goals:

1. Assist membership and Board of Directors in drafting Constitution and Bylaws amendments.
2. Rule on the legality of proposed Constitution and Bylaws amendments.
3. Arrange for codification of legislative actions of the membership and Board of Directors.

Activities: (required by charge to committee)

Activities, which are long-range and annual, include:

1. Establish policy and time frame for receiving and distributing amendments consistent with the provisions of Constitution and Bylaws.
2. Review any amendments received and advise drafter(s) on the legality.
3. Periodically review Constitution and Bylaws and recommend appropriate changes.
4. Establish a plan for codification of the Association's legislative actions and provide a system of codification.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

January	General review of Constitution and Bylaws by committee in order to recommend needed changes for consideration at the midyear board meeting.
April	Contact board liaison to ascertain whether or not the Board suggests changes to the Constitution and Bylaws as a result of the midyear board meeting. Committee reviews to rule on the legality and appropriateness of amendments. Review wording of amendments for clarity and conformity.
June	Coordinate with home office a plan to distribute proposed amendments to institutional representatives so they receive them at least thirty (30) days prior to the annual conference and meeting.

September Submit year-end report to home office for distribution to board members prior to annual conference and meeting.

October/
November Assist in the codification of new amendment(s) approved at the annual conference and meeting.

Membership Recruitment and Retention

COMMITTEE TYPE: Standing Service

CREATED BY: Board Action

DATE: February, 1997

REVIEWED BY BOARD: October, 2005

NEXT REVIEW: 2012

Purpose:

1. To build membership through effective recruitment activities.
2. To retain members through effective services.
3. To determine the degree to which membership services (annual conference and meeting, regional meetings, publications) are meeting the needs of members.

Goals:

1. Through membership consisting of all regional chairs (and an additional 8 at-large members), pursue and coordinate decentralized recruitment and retention at the regional level.
2. In compliance with the ACHE Strategic Plan, increase net membership by one institutional and three professional members each year from 2006-2010.
3. Through the use of survey instruments, gather and analyze data on ACHE membership characteristics and needs.

Activities

1. Under the direction of the home office, update a brief, attractive membership brochure as needed.
2. Working with the home office, periodically review the efficacy of the one-year provisional membership provided to non-members attending a regional meeting for the first time.
3. Work with the home office to establish and maintain a Mentor Page on the Association web page, providing a list of knowledgeable people, by area, willing to work with others in their specified areas of expertise.
4. At the Annual Conference and Meeting, in collaboration with the Program Committee, provide a "CE 101" course for new or inexperienced continuing educators.
5. After the annual conference and meeting, send welcome emails to first-time attendees. This email would be sent from the President with copies to the Executive Vice President and relevant Regional Chair.
6. Working with the Research Committee, design, conduct and analyze periodic surveys of membership characteristics and needs and to include retention questions.

NOTE: Committees may not commit or spend any Association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

November/
January

Each Region will have a representative on this Committee.

The Chair will participate in Regional Conference calls.

March	If needed, Send survey to the membership. (Survey is developed by the Research Committee; see Strategic Plan for implementation).
April	Submit committee report to board liaison for distribution prior to midyear board meeting. Submit room request to local arrangements chair if committee plans to meet at annual conference and meeting.
September	Prepare for annual conference and meeting. <ul style="list-style-type: none"> • Submit year-end report to home office for distribution to board members prior to annual conference and meeting. • Send e-mail to committee members of meeting time and agenda for committee session.
October/ November	Attend annual conference and meeting. Full committee meets at annual conference and meeting. Past year's work is reviewed and implementation plans are discussed

Nominations and Elections

COMMITTEE TYPE: Constitutional*

REVIEWED BY BOARD: October, 2005

NEXT REVIEW: 2012

*Nominations and Elections Committee will be composed of seven individuals: Immediate past president (chair), chairperson from the previous year, the Committee on Inclusiveness chair, and 4 selected members, with no more than one selected from a single region. If an exception needs to be made, the Executive Committee will make the decision.

Purpose:

To recommend capable people for officers and directors of the Association and, in conjunction with the home office, to conduct the annual election.

Goals:

1. Encourage membership to submit candidates for office.
2. Maintain a list of individual service to the Association.
3. Provide a slate of qualified and able persons for Officers of the Association.
4. Conduct an open and effective election.

Activities:

Activities, which include both long range and annual, will be established annually by the committee, subject to the President's approval.

Guidelines and Procedures:

- I. Guidelines and Criteria for Nomination of Directors at Large and Association Officers.
 - A. Securing strong, capable leadership, elected in a participatory manner, is an essential goal for the future of the Association for Continuing Higher Education; therefore, the Board of Directors directs the Nominating Committee to use the following criteria for selecting candidates best prepared to serve the Association.
 1. Prospective candidates for officers in ACHE are advised that such service requires personal and institutional commitments of time and financial resources beyond that implied by other services to the Association and regions.
 2. Commitments in services as Director at Large include:
 - a. Attendance at the Annual Conference and Meeting at institutional expense.
 - b. Attendance at a two-day mid-year Board of Directors meeting at Association expense.
 - c. Services as a Board Liaison to several Association committees throughout the Association year.
 - d. Time devoted to Association business throughout the year.
 - e. Some additional routine expenses absorbed by members' office budget for telephone, duplicating, postage, and secretarial support.
 3. Commitment pertaining to serving as an Association officer (president; president-elect; vice president) includes:
 - a. All of the above listed under Directors at Large.

- b. Increased time devoted to Association affairs throughout the year and participation in monthly teleconferences of the Executive Committee at Association expense.
 - c. Commitment pertaining to service as president specifically will include:
 - 1. All of the above
 - 2. Increased time devoted to Association business throughout the year approaching and during his or her presidential year.
 - 3. Visits to as many spring regional meetings as practical at Association expense.
 - 4. Some additional routine expenses will be absorbed by the office budget of the person who is serving as president.
 - 4. Potential candidates for directors at large and officer positions must be able to assure the Nominating Committee that they understand their obligations and have institutional support to carry them out.
 - B. Eligibility Criteria for Directors at Large
Be an institutional or organizational representative or a professional member in good standing, per the Constitution.
 - C. Preferred Criteria for Directors at Large
Service, leadership, and contributions to continuing higher education are especially preferred. Examples of such service, leadership, and contributions include, but are not limited to, international offices held, international committees chaired, international committee service, presentation at annual conference and meetings, regional offices held, regional committees chaired, regional committee service, presentations at regional meetings, experience in continuing education, academic record, and publication record.
 - D. Eligibility Criteria for Association Officers (President; President-Elect; Vice President)
Eligibility requirements are that candidates:
 - 1. Must have served on the Board of Directors with distinction for at least two years.
- II. Nomination Guidelines and Election Timetable
 - A. Nomination guidelines
 - 1. Current nominating committee members and Board of Directors liaison to this committee are not eligible for nomination to an office.
 - 2. Preference will be given to nominees who have demonstrated to the Nominating Committee the widest possible support. This means preference for the person who has endorsements from across the nation, in his/her region and in other regions, and from past and current ACHE leadership is preferred over a person with more narrow endorsements. The Board and Nominating Committee do not recognize, at the current time, a formal or official regional endorsement. The best "regional" endorsement would be to have individual members of the region endorse a candidate to the Nominating Committee.
 - 3. No nomination will be made from any one region which could result in more than three individuals from a single region serving on the Board of Directors, including officers and directors at large, in any given year.
 - 4. The Nominating Committee will make every effort to nominate the most outstanding candidate(s) available for each position. It must present to the membership at least one more candidate than positions open for directors at large.

5. The Nominating Committee will factor into its nominations consideration of total Board breadth and range of institutional and professional membership representation. The Nominating Committee will take affirmative action to assure that minorities and under-represented groups are considered for nomination.
 6. The Nominating Committee will insure a candidate information form for each person nominated is completed.
 7. The Nominating Committee will inform in writing all persons nominated of their status, i.e., whether their names will or will not appear on the ballot.
 8. In the case of a lack of sufficient nominees, it will be the responsibility of the Board to solicit additional nominations from the membership.
- B. Calendar/Timetable for Elections
1. Prior to the Annual Conference and Meeting, the President-Elect will appoint a Nominating Committee for his/her presidential year.
 2. At the Annual Conference and Meeting, the President-Elect will officially charge the Nominating Committee and make sure the committee members have all relevant guidelines. The committee should also meet to review and agree upon guidelines, charge and timetable.
 3. Recommended timetable
 - a. Jan/Feb - The call for nominations will appear in the Jan/Feb issue of *Five Minutes with ACHE*.
 - b. Requests for completion of the Candidate information Form (CIF) will be e-mailed to each nominee as nominations are received.
 - c. March 1 - Deadline to receive nominations.
 - d. March 15 - Deadline to receive completed CIF.
 - e. April 1 - Deadline for Nominating Committee to meet and select nominees.
 - f. May issue of *Five Minutes* with the slate.
 - g. May 15 - 30 – Election conducted via electronic membership access system.
 - h. June/July issue of *Five Minutes* announces election results.
 4. Elected Candidates will assume office at the conclusion of the Annual Conference and Meeting each year and be expected to be in attendance at the Board Meeting scheduled for the morning after the close of the annual conference and meeting.

III. Campaigning Guidelines

- A. These guidelines are meant to reflect in writing the fine tradition of ACHE that professionals are elected to office on the basis of their service, leadership, and contributions to the Association.
1. All candidates for office as director should complete the Candidate Information Form (CIF) and use that form as a primary means of communicating qualifications to members.
 2. The Nominating Committee will use the information provided through the CIF on each candidate whose name appears on the ballot. The summary statements will be approved in advance by each candidate and will be included with balloting information emailed from the home office.
 3. Distribution of multiple copies of the CIF, other than information distributed by the Nominating Committee, and distribution of all of the types of "campaign literature" is discouraged.

4. Emails and literature sent to all members of ACHE on behalf of a candidate are discouraged.
 5. A candidate making individual contact by email, phone or in person is allowed.
 6. A candidate making personal contacts at regional meetings may be allowed.
 7. A candidate asking others to individually write on the candidate's behalf may be allowed.
 8. Candidates may speak formally or informally to regions other than their own, so long as other regions are willing to listen.
 9. All candidates are strongly discouraged from making negative references about other candidates. Candidates should recognize the need to campaign modestly on the basis of their experience and service documented by the candidate information form (CIF) and the support of colleagues.
- B. Candidates must realize that neutrally delivered information about their work (CIF) plus the support of colleagues are the two preferred means of campaigning and generally the most effective. These guidelines supersede all previously accepted nominations and elections guidelines.

IV. Election Procedures

- A. The Committee will conduct the election via the Association's electronic membership access system. Institutional representatives, along with professional, organizational, and honorary members in good standing on March 31st will be eligible to vote.
- B. The committee chair shall tally the vote and report the results to the President and Executive Vice President.
- C. Election will be by plurality.
- D. Members will be instructed to vote for not more candidates than the number of positions available.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

<u>Target Date</u>	<u>Activity</u>
November	Timeline approved by Board.
January	Send email to Nominations and Elections Committee members notifying them of procedures, criteria and timeline.
January/February	Include Call for Nominations in <i>Five Minutes</i> .
March 1	Deadline for nominations. Email acknowledging receipt of nominations. Email requesting CIFs from nominees. Send Nominee Packets to Committee members. Committee meeting (conference call) to determine slate.
April	Email sent to President with Slate of Candidates.

Emails sent to individuals not selected for slate.

May Slate announced in *Five Minutes*.

May 15 - 31 Online voting.

June Election results announced to Committee, President, Executive Vice President.
New officers notified by President.
Election results announced in *Five Minutes*.

October/
November Submit year-end report to home office for distribution to board members prior to annual conference and meeting.

Advisory Council of Past Presidents*

COMMITTEE TYPE: Constitutional
CREATED BY: Constitution
REVIEWED BY BOARD: October, 2005 NEXT REVIEW: 2010

Purpose:

To provide advice and counsel to Board of Directors.

Goals:

1. To suggest improvements to membership and Board.
2. To reflect opinions and thoughts of membership to Board.

Activities:

Activities, which include both long range and annual, will be established annually by the committee, the Board of Directors, or the President.

*Advisory Council is composed of past presidents who are members of the Association. The chairperson is appointed by the president and is usually the immediate past president.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

The Past Presidents Committee meets on an as needed basis at the annual conference and meeting if one of its members has an issue for discussion or the current president requests consultation on a particular topic. A past president or the current president can request a meeting by contacting the immediate past president. The immediate past president will schedule the meeting with the Program Committee Chair, notify the members of the meeting, facilitate the discussion at the meeting and coordinate all follow-up actions.

Program & Local Arrangements

COMMITTEE TYPE: Constitutional
CREATED BY: Constitution DATE: Unknown
REVIEWED BY BOARD: October, 2000 NEXT REVIEW: 2010

Purpose:

To plan and conduct the program for the ACHE annual conference and meeting.

Goals:

Contained in Program & Local Arrangements Guidelines book.

Activities:

Contained in Program & Local Arrangements Guidelines book.

Publications and Communications

COMMITTEE TYPE: Standing Service
CREATED BY: Board of Directors DATE: Unknown
REVIEWED BY BOARD: October, 2006 NEXT REVIEW: 2012

Purpose:

1. To review the various publications of the Association and make recommendations to the Board of Directors regarding format, content, design, frequency, and appropriateness of each.
2. To meet annually to review the publications of the Association.

Goals:

1. To evaluate effectiveness of publications for ACHE.
2. To critique style, content, design and frequency of the publications.
3. To develop recommendations to provide for greater effectiveness of the publications.
4. To recommend other publications that should be issued by the Association.
5. To review editorship of the publications and recommend individuals for the editorship.
6. To serve as necessary as an editorial review board to the editor of the *Journal of Continuing Higher Education* by reading pre-publication manuscripts and preparing written comments for the Editor.

Activities: (required by charge to committee)

Activities, which include both long-range and annual, will be established annually by the committee, subject to the President's approval.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

<u>Target Date</u>	<u>Activity</u>
Mid Summer	Check on any unresolved issues/concerns – poll committee if necessary.
April	Submit committee report to home office for distribution prior to midyear board meeting.
September	Prepare for annual conference and meeting. <ul style="list-style-type: none">• Submit year-end report to home office for distribution to board members prior to annual conference and meeting.• Send email to committee members of meeting time and agenda for committee session.
October/ November	Attend annual conference and meeting.

Council of Regional Chairs

COMMITTEE TYPE:	Constitutional	
CREATED BY:	Constitutional Change	DATE: November, 1988
REVIEWED BY BOARD:	October, 2005	NEXT REVIEW: 2010

Purpose:

The Council of Regional Chairs is comprised of those individuals elected to lead their respective ACHE regions.

The chair of the council is the current vice president of ACHE, who serves as the Board's liaison to the regions.

The purpose of the council is to provide a vital communication link between the regional organizations and ACHE's international leadership. Regional Chairs will serve as members of the Membership Recruitment and Retention Committee

Goals:

Specifically, the council:

1. provides a sounding board for new ideas;
2. offers feedback to the Board of grass-roots reaction to specific proposals;
3. brings local concerns to the attention of the Board;
4. helps interpret national policy or Board actions to local members;
5. serves as an information-sharing mechanism among the regions;
6. provides support to the membership development activities of the association;
7. serves to facilitate relations-building and cooperation among the regions;
8. provides regional officers with an understanding of the workings of the international association.

Activities:

Activities include long range and annual. The Board will arrange to meet with the Council at the annual conference and meeting. Other activities include, but are not limited to:

1. providing each other directory information on current regional leadership;
2. sharing information on spring regional meetings;
3. cooperation with regional representatives to the membership development committee;
4. participating in Leadership Institute at annual conference and meeting;
5. such other activities as the Board of Council may determine.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date Activity (ACHE Expectations)

This list only includes ACHE expectations of Regional Chairs; no individual region responsibilities are included.

- May
- Vice President (Council Chair) will solicit suggestions from the Regions for the Leadership Institute agenda held at Annual Conference and Meeting.
- Send Vice President and home office the list of new officers for region.
- Send listing of Regional Conference nonmember registrants following the Regional Conference to the home office to be included as Provisional Members.
- Follow up with members in region who did not renew their memberships.
- Send welcome emails to new members in region as they join.
- October/
November
- Leadership Institute scheduled during the Annual Conference and Meeting. Remember to order refreshments for this event.
- October -
October
- Update Regional Activities with the home office. Schedule of activities will be published in *Five Minutes* and included on the website.
- Keep home office informed of issues related to withdrawal of members in region.
- Send copies of all regional activities to Vice President and home office.
- Constitution and Bylaws and Regional websites need to be updated as needed.
- March
- Send home office a financial report that includes:
- Previous year income
 - Previous year expenses
 - Year end balance
 - Year end Investment Account Balance
 - Interest & Dividend

	Distribute Research Grant applications to sub-committee members for review and evaluation of award(s).
June/July	Submit award recommendation to home office for approval by the Executive Committee.
August/September	Notify Research Grant recipient of award. Funds are to be used by the end of next calendar year.
September	<p>Prepare for annual conference and meeting.</p> <ul style="list-style-type: none"> • Submit year-end report to home office for distribution to board members prior to annual conference and meeting. • Send email to committee members of meeting time and agenda for committee session.
October/November	<p>Attend annual conference and meeting.</p> <ul style="list-style-type: none"> • Chair Research Committee meeting to assess progress on current projects and to plan future activities.
November	Compile and send minutes of yearly ACHE Research Committee meeting to committee members.

Resolutions

COMMITTEE TYPE: Standing Service
CREATED BY: Board Action
REVIEWED BY BOARD: October, 2006
DATE: Unknown
NEXT REVIEW: 2012

Purpose:

To develop appropriate resolutions for consideration by the Board of Directors and the membership.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

Annual

Chair selects two persons with long-standing experiences in the association to review the resolutions given to the Chair.

Chair drafts resolutions: appreciations to Program & Local Arrangements Chair and Committee, Executive Vice President and home office staff, Editor of *Proceedings*, and Editor of *Journal*; sadness at death of members; special recognitions.

Chair then compiles the entire resolutions and sends an electronic copy to the home office for distribution at the annual conference and meeting (home office manager will provide this to the Proceedings editor).

August

“Call for Resolutions” included in *Five Minutes with ACHE*.

October/November

Resolutions read during the Business Meeting.

The Journal of Continuing Higher Education Editor

<u>Target Date</u>	<u>Activity</u>
Ongoing	Articles received and sent to Editorial Board members (on rotating basis) for review.
2-Month Period	Articles returned from Editorial Board members and editor sends email to author indicating whether manuscript is accepted, rejected, or accepted with revisions.
1 Month	If manuscript is accepted for publication, within one month author must send revised manuscript electronically. If revisions are requested, author gives notice within one month if the article will be revised.
2 Months	If author decides to make revisions, author must send revised manuscript electronically to the editor within two months.
2 Issues	All manuscripts accepted are published in one of the two issues immediately following acceptance.
February 15	Deadline for Contributing Editors' articles for printing Issue.
April	Spring Issue published.
July	Deadline for Contributing Editors' article for Fall issue.
September	Fall Issue published. Send Editorial Board appointments to Publications Committee.
November 15	Deadline for Contributing Editors' article for Winter Issue.
January	Winter Issue published.

Proceedings Editor

<u>Target Date</u>	<u>Activity</u>
February	Program Committee finalizes program. Send presenters guidelines for submitting presentation to <i>Proceedings</i> .
September	Deadline for submissions. Committee chairs given guidelines for submitting committee reports.
October/ November	Receipt of Keynote presentations and any missing committee reports. Business meeting minutes received.
December/January	Gather artwork for cover from Program Committee or home office. Layout and post online.

Responsibilities of Network Leaders

ACHE Networks are loosely structured affinity groups of members with specific areas of interest within the continuing higher education profession. As the Board delegates governance responsibilities to the networks, each is responsible for identifying a “chair” or “convenor” to lead the group’s activities. The leader also will maintain communication with the President and the Board through the designated board liaison. While the Board encourages flexibility in network activities, some level of structure is necessary regarding awards, projects that may require financial support, and network-sponsored program presentations at the annual conference and meeting. Networks cannot commit ACHE funds without express approval from the President or the Board.

Outlined below are some guidelines that relate to the above:

<u>Target Date</u>	<u>Activity</u>
October – October	Lead and facilitate network activities. Maintain contact with board liaison.
November - March	If network presents an award or scholarship, the leader ensures dissemination of selection criteria, receipt and selection of candidates, and notifications to liaison, President, Awards chair, and home office.
December	Submit network related proposal to program committee for possible presentation at next year’s annual conference and meeting. (optional)
April	Submit activity report to board liaison for distribution prior to midyear board meeting.
May	Submit room request to Local Arrangements chair if network plans to meet at annual conference and meeting.
September	Submit year-end activity report to board liaison for distribution to board members prior to annual conference and meeting.
October/ November	Attend annual conference and meeting. <ul style="list-style-type: none">• Preside at (optional) network session.• Preside at (optional) program session.