



Association for
Continuing Higher Education

The Network of Leaders for Lifelong Learning for Over Sixty Years

**GUIDE FOR
OFFICERS & BOARD MEMBERS**

July 21, 2009

Dear ACHE Leader:

Thank you for agreeing to accept a leadership role in ACHE. Your willingness to serve as an officer or board member 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

Officers

Responsibilities of President.....4

Responsibilities of President-Elect6

Responsibilities of Vice President8

Responsibilities of Immediate Past President9

Responsibilities of Board Members.....10

Responsibilities of President

The President’s three most important responsibilities are to:

1. Ensure an Annual Conference and Meeting of the highest quality.

The Board provides on-going strategic direction, but the President must sustain the activities and services that move the Association in that direction. Additionally, the Annual Conference and Meeting is the Association’s signature activity and its success is the President’s responsibility. The selection of Chairs of the Program and Local Arrangements Committees is critical to the meeting’s success and are the President’s most important appointments. These appointees must work as a team to plan and deliver a cost-effective Annual Conference and Meeting of the highest quality possible. This close relationship must continue from the identification of the theme through the final fiscal closeout.

2. Maintain the Association’s strategic momentum.

The President is responsible for leading the Board in accordance with the principles of policy governance, adopted by the Board in 1998 and implemented in May 1999. These principles direct that the Board spend its time on strategic issues, and the Executive Committee and Home Office act in a collective “staff” role. The President is, therefore, part of the strategic decision-making body (the Board) and the implementation team (the Executive Committee). The President must maintain a balance between these roles and act accordingly.

3. Maintain, consult and communicate with the Home Office on ACHE operations.

The Home Office is a critical link between the President and the membership for providing exemplary customer service and communicating accurate and essential information to its members.

<u>Target Date</u>	<u>Task</u>
October/ November	Assume office at closing banquet of Annual Conference and Meeting. Preside over Board of Directors meeting immediately following the Annual Conference and Meeting. <ul style="list-style-type: none"> • Provide board members with committee and network liaison assignments, committee membership lists, and other pertinent information. • Announce dates and location for midyear board meeting. • If possible, announce dates for Executive Committee conference call meetings
October – December	Correct and finalize committee lists, as needed. Appoint any new committee members based on interest generated at Annual Conference and Meeting. Inform institutional presidents, vice presidents, etc., of incoming officers or board members from their institutions, as both a way of acknowledging the staff members’ participation and thanking the campus leadership for supporting the Association.
October – October (throughout year)	Serve as chief officer of Executive Committee.

Preside over and bring agenda items to regularly scheduled conference call meetings of committee. (Schedule call dates with home office.)

Prepare and respond to correspondence on behalf of ACHE.

Provide official signatures, etc. on various ACHE documents (as needed).
Authorize changes in procedures in accordance with Constitution and Bylaws.

Welcome new professional and institutional members via letter and/or phone call.

February –
April

Attend regional meetings.

- Give presentations on “state of ACHE”; recruit new members; provide more formal presentation if region requests.
- Recognize outgoing regional chairs; welcome incoming chairs.
- Send thank-you letters to local arrangements chairs after each meeting.

Establish agenda for midyear board meeting.

Invite Regional Chairs and Officers to attend the midyear board meeting.

April

Represent ACHE at UCEA and other sister organization’s annual meeting, if possible.

Send welcome letters to new regional chairs.

May

Preside at midyear board meeting.

May – October

Provide support/information/consultation to President-Elect regarding committee appointments and preparation for Annual Conference and Meeting.

June
June -
October

Represent ACHE at CAUCE’s (Canadian Association) annual meeting, if possible.

Make necessary preparations for Annual Conference and Meeting.

- Work with Home Office to develop agenda for board meeting and business meeting(s).
- Prepare opening and introductory remarks for appropriate Annual Conference and Meeting sessions.

October/
November

Preside over Annual Conference and Meeting.

- Preside over board meeting prior to Annual Conference and Meeting.
- Preside over Annual Conference and Meeting, including business meetings, luncheon, closing banquet.
- Host past president’s luncheon and bring them up to date on Association business.
- Introduce incoming president and “pass the gavel” at closing banquet.

Responsibilities of President-Elect

<u>Target Date</u>	<u>Task</u>
October/ November (start of year)	<p>Assume office at the close of Annual Conference and Meeting.</p> <p>Attend Board of Directors meeting immediately following the Annual Conference and Meeting.</p>
January	<p>Determine program theme for presidential year.</p> <p>Appoint program chair to lead the program committee during upcoming year.</p> <p>Draft mission statement for presidential year of the Annual Conference and Meeting theme and give to program chair.</p>
October – October (throughout year)	<p>Serve on Executive Committee. Attend regularly scheduled conference call meetings and midyear board meeting.</p> <p>Provide support/information/consultation to Vice President and President.</p> <p>Lead ACHE’s strategic planning process.</p> <ul style="list-style-type: none"> • monitor strategic plan goals and present semi-annual progress reports to the Board. <p>Draft President-Elect’s mission speech for presentation at next annual conference and meeting.</p>
May	<p>Attend midyear board meeting.</p>
May – September	<p>Contact current committee members to determine interest in continuing service on committee.</p> <p>Recruit/confirm committee chairs for presidential year.</p> <ul style="list-style-type: none"> • “Officially” appoint by letter; send letter, charge to committee chairs, and committee guidelines to new chairs. Send committee membership list when determined. • Appoint committee members; send “official” appointment letters with copies to committee chair, board liaison (if known), and Executive Vice President. Include committee guidelines. • Compile committee membership lists as soon as possible and send to all committee members’ chairs, board liaisons, and Executive Vice President.

Send welcome letters to new regional chairs (who will serve during half of President-Elect's presidential year).

September -
October

Compile committee/board liaison list to be distributed at final board meeting at upcoming annual conference and meeting.

Prepare final draft of President-Elect's speech in written form for inclusion in Proceedings.

October/
November

Attend annual conference and meeting.

- Deliver speech (historically at Monday luncheon), which sets forth theme of next year's annual conference and meeting.
- Accept gavel at closing banquet.
- Take over as new president, presenting gift to outgoing president and adjourning annual conference and meeting.
- Prepare agenda and preside over closing board meeting.
- Sit at head table during designated meeting sessions/functions.

Responsibilities of Vice President

<u>Target Date</u>	<u>Task</u>
October/ November (start of year)	Assume office at the close of annual conference and meeting. Attend Board of Directors meeting immediately following the annual conference and meeting.
October – October (throughout year)	Serve on Executive Committee. Attend regularly scheduled conference call meetings. Serve as chair of Council of Regional Chairs. <ul style="list-style-type: none">• Communicate regularly with regional chairs; determine issues which should be brought before the Board.
May	Attend midyear board meeting.
May - October	Schedule and prepare agenda for Leadership Institute.
October/ November	Attend annual conference and meeting. <ul style="list-style-type: none">• Attend board meetings immediately before and after the annual conference and meeting.• Sit at head table during designated meeting sessions/functions.• Moderate Leadership Institute.

Responsibilities of Immediate Past President

<u>Target Date</u>	<u>Task</u>
October – November (start of year)	Assume office at the close of annual conference and meeting. Attend Board of Directors meeting immediately following the annual conference and meeting.
October – October (throughout year)	Serve on Executive Committee. Attend regularly scheduled conference call meetings. Chair the Nominations and Elections Committee. Chair the Council of Past Presidents.
May	Attend midyear board meeting.
October - November	Attend annual conference and meeting. <ul style="list-style-type: none">• Attend board meeting immediately preceding annual conference and meeting.• Sit at head table during designated meeting sessions/functions.

Responsibilities of Board Members

<u>Target Date</u>	<u>Task</u>
October/ November (start of year)	<p>If newly elected, assume office at the close of annual conference and meeting. (Others simply continue term service.)</p> <p>Attend Board of Directors meeting immediately following the annual conference and meeting.</p>
October – October	<p>Serve as board liaison, as assigned by President, to one or more association committees or networks.</p> <ul style="list-style-type: none">• Communicate questions, responses, concerns, changes in mission or charge, etc. to Board and committee.• Ensure that the committee’s annual report is produced in time for inclusion in annual conference and meeting Board material.• As called upon by the President and/or Executive Committee and/or the membership, act for and on behalf of the Association between annual conference and meetings.
May	<p>Attend midyear board meeting. [Note: ACHE reimburses travel-related and lodging expenses for midyear board meetings.]</p>
October/ November	<p>Attend annual conference and meeting.</p> <ul style="list-style-type: none">• Attend board meetings immediately before and after the annual conference and meeting.• Sit at head table during designated meeting sessions/functions.