



## Board of Directors Position Descriptions

### President

**Reports To:** Board of Directors and ACHA Membership

**Elected By:** Individual regular and student members of ACHA during the previous year's election for President-Elect; assumes the office of President after completion of the President-Elect term.

**Term of Office:** One Year\*

#### Duties and Responsibilities:

- Assembly of Representatives Chair.
- Presiding Officer for three Executive Committee meetings and monthly conference calls.
- Presiding Officer for two Board of Directors meetings and two conference calls.
- Committee Chair appointments not otherwise provided for in Bylaws.
- Ex-officio member of all committees except Nominating Committee.
- Assembly of Representatives President Report on the activities of the Board of Directors.
- Official spokesperson for the Association.
- Annual charge development for each advisory committee, task force, and working group not provided for in Bylaws.
- Finance Committee and Audit Committee member.
- Affiliate meeting attendance as requested and available.

#### Qualifications:

- Regular individual member of ACHA for at least three years prior to election.
- Sufficient experience in and knowledge of ACHA to serve effectively as President and Immediate Past President.
- Commitment and time to perform the duties of the positions.

*\*However, one prior year service as President-Elect and one future year service as Immediate Past President effectively create a three-year volunteer service commitment as an ACHA officer*

## President-elect

**Reports To:** ACHA President and Board of Directors

**Elected By:** Individual regular and student members of ACHA

**Term of Office:** One Year\*

### Duties and Responsibilities:

- Executive Committee and Board of Directors member.
- Board of Directors and/or Executive Committee presiding officer in President's absence.
- Participation in three Executive Committee meetings, two Board of Directors meetings and monthly conference calls.
- President and Association Representative upon request.
- Annual Meeting Program Planning Chair-Elect appointment.
- Annual Meeting theme selection for their year as President.
- Annual Meeting Program Planning Advisor to the Students/Consumers Section.
- Board Liaison to Students/Consumers Section.
- Board Liaison to committees, task force, coalition and sections as appointed.
- Finance Committee and Audit Committee member.
- Affiliate meeting attendance as requested and available.
- Other duties as assigned by President or Board of Directors.

### Qualifications:

- Regular individual member of ACHA for at least three years prior to election.
- Sufficient experience in and knowledge of ACHA to serve effectively as President-Elect, President, and Immediate Past President.
- Commitment and time to perform the duties of the positions.

*\*However, ascension to President, followed by a year as Immediate Past President effectively creates a three-year volunteer service commitment as an ACHA officer.*

## Vice President

**Reports To:** ACHA President and Board of Directors

**Elected By:** Individual regular and student members of ACHA

**Term of Office:** Two Years

### Duties and Responsibilities:

- Executive Committee and Board of Directors member.
- Annual Meeting Program Planning Committee member.
- Participation in three Executive Committee meetings, two Board of Directors meetings and monthly conference calls.

- Board Liaison to committees, task force, coalition and sections as appointed.
- Finance Committee and Audit Committee member.
- Affiliate meeting attendance as requested and available.
- Other duties as assigned by President or Board of Directors.

#### **Qualifications:**

- Regular individual member of ACHA for at least three years prior to election.
- Sufficient experience in and knowledge of ACHA to serve effectively as Vice President.
- Commitment and time to perform the duties of the position.

### **Treasurer**

**Reports To:** ACHA President and Board of Directors

**Elected By:** Individual regular and student members of ACHA

**Term of Office:** Two Years

#### **Duties and Responsibilities:**

- Finance Committee Chair and Audit Committee member.
- Executive Committee and Board of Directors member.
- Board of Directors' spokesperson on financial matters.
- Annual ACHA Operational Budget preparation oversight.
- Participation in three Executive Committee meetings, two Board of Directors meetings and monthly conference calls.
- Annual ACHA Financial Report to the Assembly of Representatives presentation.
- Board Liaison to committees, task force, coalition and sections as appointed.
- Affiliate meeting attendance as requested and available.
- Other duties as assigned by President or Board of Directors.

#### **Qualifications:**

- Regular individual member of ACHA for at least three years prior to election.
- Sufficient experience in and knowledge of financial matters at the institutional or national level.
- Commitment and time to perform the duties of the position.

### **Immediate Past President**

**Reports To:** ACHA President and Board of Directors

**Elected By:** Assumes position upon completion of Presidential term.

**Term of Office:** One Year\*

**Duties and Responsibilities:**

- Resolutions Committee Chair.
- Executive Committee and Board of Directors member.
- Participation in three Executive Committee meetings, two Board meetings and monthly conference calls.
- Board Liaison to committees, task force, coalition and sections as appointed.
- Finance Committee and Audit Committee member.
- Affiliate meeting attendance as requested and available.
- Other duties assigned by President or Board of Directors.

**Qualifications:**

- Regular individual member of ACHA.
- Successful completion of Presidential term.
- Commitment and time to perform the duties of the position.

*\*However, immediately preceded by one year as President, and one year prior to that as President-Elect, effectively creates a three-year volunteer service commitment as an ACHA officer.*

## **Member-at-Large to the Board of Directors**

(Four positions — two positions appointed each year by the incoming President)

**Reports To:** ACHA President and Board of Directors

**Appointed By:** ACHA President

**Term of Office:** Two Years

**Purpose:**

To balance Board of Directors membership in a manner that allows enhanced representation of the diverse needs, interests and identities of the members of the Association.

**Duties and Responsibilities:**

- Board of Directors member.
- Board Liaison to committees, task force, coalition and sections as appointed.
- Participation in two Board of Directors meetings and two conference calls.

**Qualifications**

- Regular individual member of ACHA for at least three years prior to appointment.
- Sufficient experience in and knowledge of ACHA to serve effectively as a Board of Directors Member at Large.
- Commitment and time to perform the duties of the position.

## Regional Representative to the Board of Directors

(Six positions — three positions elected each year)

**Reports To:** Board of Directors and the Affiliate(s) Represented

**Elected By:** Individual regular and student members of each region (Staggered elections with three Regional Representatives elected each year – Regions I, III, and V alternate with Regions II, IV, and VI)

**Term of Office:** Two Years

### **Purpose:**

Regional and affiliate representation at the national association level.

### **Duties and Responsibilities:**

- Board of Directors member.
- Participation in two Board of Directors meetings and two conference calls.
- Board liaison to committees, task force, coalition and sections as appointed.
- Affiliate meeting attendance within their region.

### **Qualifications**

- Regular individual member of ACHA for at least three years prior to election.
- Demonstrated leadership in Association activities at the affiliate, regional, or national level.
- Commitment and time to perform the duties of the position.

## Student Representative to the Board of Directors

(Chair and Chair-Elect)

**Reports To:** Board of Directors President-Elect

**Elected By:** Students/Consumers Section

**Term of Office:** Two years

### **Purpose:**

Student representation at the national association level.

### **Duties and Responsibilities:**

- Board of Directors member (first year as Chair-Elect followed by second year as Chair).
- Participation in two Board of Directors meetings and two conference calls.
- Annual Meeting Program Planning Committee member.
- Board Liaison to committees, task force, coalition and sections as appointed.
- Students/Consumers Section Liaison to the ACHA Board of Directors.

**Qualifications:**

- Regular student member of ACHA for the entire term on the Board of Directors.
- Elected as Students/Consumers Section Chair-Elect by the Students/Consumers Section membership with automatic succession to the Chair position the following year.
- Commitment and time to perform the duties of the positions.