



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.