



## **BOARD OF DIRECTOR OFFICER DESCRIPTIONS**

### **PRESIDENT-ELECT (THREE-YEAR TERM)**

**The office of President is a three-year term:**

Year 1: President-Elect

Year 2: President

Year 3: Past President

#### **Responsibilities of the President-Elect include:**

- Attending all meetings of the Consortium. (Monthly online board meetings; three face-to-face board meetings in the spring, summer, and fall; annual business/membership meeting at the fall conference). Extended board meetings have traditionally been held face-to-face but may also be held virtually when face-to-face meetings may not be possible.
- Assuming the duties of the President in the absence of the President.
- Chairing the Program Committee (Working with the Executive Office and Program Committee to manage all aspects of the annual conference: proposal submissions, conference schedule, keynote speakers, pre-conference workshops). This responsibility begins at the end of the annual conference and continues through the following conference. Example: President-Elect assumes office on July 1, 2022. Serves as Program Committee chair beginning with end of 2022 annual conference through end of 2023 annual conference.

#### **Responsibilities of the President include:**

- Serving on the Program Committee and Executive Office on the execution of the Annual Conference.
- Presiding at all meetings of the Consortium. (Monthly online board meetings; three extended board meetings in the spring, summer, and fall; annual business/membership meeting at the fall conference). Extended board meetings have traditionally been held face-to-face but may also be held virtually when face-to-face meetings may not be possible.
- Appointing all committees and committee chairs as specified within the Bylaws.
- Working with the Board in appointing task forces as needed, defining and communicating the specific charge and timeline.
- Submitting a short report of major activities and accomplishments during term of office to the Executive Director for inclusion in the annual report.

#### **Responsibilities of the Past President include:**

- Advising the board and assisting the president upon request.
- Chairing the Elections Committee.
- Chairing the Awards Committee.
- Chairing the Executive Office Management Committee, which undertakes an annual review of the executive office contract.

## **SECRETARY (TWO-YEAR TERM, TWO TERM LIMIT)**

### **Responsibilities of the Secretary include:**

- Attending all meetings of the Consortium. (Monthly online board meetings; three face-to-face board meetings in the spring, summer, and fall; annual business/membership meeting at the fall conference). Extended board meetings have traditionally been held face-to-face but may also be held virtually when face-to-face meetings may not be possible.
- Working with Executive Office to ensure accurate minutes of all meetings of the Board of Directors (Executive Office will provide first draft of minutes for secretary to review).
- Working with Executive Office to ensure accurate minutes of the annual business meeting (Executive Office will provide first draft of minutes for secretary to review).
- Maintaining list of board action items and reviewing with board of directors as necessary.
- Submitting a report of key decisions and accomplishments during the year to be included in the annual report.
- Working with the Board of Directors and Executive Office to create annual report to be share at the annual business meeting.

## **BOARD OF DIRECTORS (INSTITUTIONAL AND CORPORATE) (TWO-YEAR TERM, TWO TERM LIMIT)**

- Attending all meetings of the Consortium. (Monthly online board meetings; three face-to-face board meetings in the spring, summer, and fall; annual business/membership meeting at the fall conference). Extended board meetings have traditionally been held face-to-face but may also be held virtually when face-to-face meetings may not be possible.
- Providing general supervision of the affairs of CCUMC.
- Making recommendations to the membership of CCUMC.
- Accepting special assignments, Board of Directors' projects, and chair committees as requested by the President.