



## **President**

*TERM: 3 YEAR (Elect, President, Past) - ELECTED (The officer year shall run from November 1 to October 31)*

### **Description:**

There shall be a PRESIDENT-ELECT who shall become familiar with the work of the Association in preparation for the term as President and shall serve as an ex-officio member of all committees. In the absence of the President at Association meetings, the President-Elect shall perform the duties of the President. The President-Elect shall be the primary point of contact for the Coordinator of Educational Partnerships, Faculty Liaison, and Senior Student Affairs Liaison.

There shall be a PRESIDENT who shall preside all meetings of the Association and meetings of the Executive Board; consider all motions regularly made; and call special meetings as needed. The President shall be an ex-officio member of all committees; shall assure that the operation of this Association is in accordance with these Bylaws; and shall assure that the officers of the Association are advised of their duties and the operations of the Association. The President shall be the primary point of contact for the Conference Chairs, Vice Presidents, and Members-at-Large.

There shall be a PAST PRESIDENT who shall be responsible for the nominations and elections processes. In the absence of the President or the President-Elect at Association meetings, the Past President shall perform the duties of the President. The Past President shall be the primary point of contact for the Treasurer, Historian, and Secretary.

### **Criteria:**

All Executive Board officers shall be Regular, Honorary, Student, or Crystal Circle members of the Association during their term of office and shall be affiliated with an institution of post-secondary education in New York State for the same period. Exceptions to this affiliation requirement may be made by a simple majority of the Executive Board. Members who are employees of "for profit" organizations cannot use an Executive Board position to solicit business.

As a member of the Executive Board, each Officer is required to attend all Executive Board meetings and shall have voice and vote at all meetings.

### **Preferred Qualifications:**

- The individual must be a current member of the association for the last two consecutive years.
- The individual must have at least three years post-master's degree experience.
- Demonstrated management and leadership experience in higher education.



### **General Responsibilities:**

- Demonstrate an understanding of the CSPA-NYS [mission, vision, equity and inclusion statement](#), as well as the knowledge and skills necessary to fulfill the responsibilities of the position.
- Attend all Board and applicable committee meetings.
  - The majority of Board meetings are facilitated via video conference and others are in-person which may require travel during a business day at individual (or institution) expense. Due to COVID-19, there are no in-person meetings scheduled at this time.
- Attend the CSPA-NYS Annual Conference at individual (or institution) expense.
- Be well versed in the organization's Bylaws, mission, services, and policies.
- Provide candid and constructive ideas, advice, and comments in support of Association activities.
- Nominate prospective Board members and fill vacancies as needed.
- Be a champion for and inform others about the Association and its activities.
- Serve on committees and take on special assignments.
- Participate in Association governance through election of new officers and other matters to fulfill the requirements under the articles of the organization.
- Approve expenditures according to authorized limits and guidelines.
- Stay well informed about the organization by carefully reading minutes of Board Meetings, financial statements, and other materials. Take seriously the legal, fiscal, and ethical responsibilities the Board carries.

### **Specific Tasks:**

#### ***President Elect***

- Provide leadership and guidance specifically to Coordinator of Educational Partnerships, Faculty Liaison, Senior Student Affairs Officer Liaison.
- Become familiar with the work of the Association in preparation for the term as President and shall serve as an ex-officio member of all committees.
- Coordinate the nomination and selection process for awards, scholarships, and grants.
- Coordinate the awards banquet during the annual conference and emcee the ceremony.
- Coordinate the annual report process
- Coordinate new board orientation/onboarding
- In the absence of the President at CSPA-NYS meetings, the President-Elect shall perform the duties of the President.

#### ***President***

- Provide Leadership and guidance specifically to Conference Chairs, VP for Professional Development, VP for Membership, VP for Communications and Members at Large.
- Coordinate and schedule monthly virtual board meetings
- Plan and oversee in-person meetings in advance of the annual conference and in February (preferably at the annual conference site for that year) and a 2-day, in-person board retreat in June.
- Create meeting agendas and preside over board meetings.



- Set strategic direction for the Association through setting and management of goals
- Present the Crystal Circle award to the Past President at the annual conference as well as a State of the Association address.
- Work collaboratively with the presidential Trio to address, needs, challenges and necessary shared tasks.

***Past President***

- Provide leadership and guidance specifically to the Treasurer, Historian and Secretary.
- Coordinate the nominations and elections process for board positions as outlined in the bylaws.
- Manage administrative transitions following election period.
- In the absence of the President or the President-Elect at Association meetings, the Past President shall perform the duties of the President.

**Time Commitment:**

- This position requires service of between 5 and 15 hours weekly, possibly more depending on the issues facing the organization at the time and the timeline for the specific tasks.