



Vice President for Educational and Strategic Relationships

TERM: 2 YEAR (1 ELECT, 1 PRIMARY) - ELECTED (The officer year shall run from June to June)

Description:

There shall be a VICE PRESIDENT-ELECT FOR EDUCATIONAL AND STRATEGIC RELATIONSHIPS who shall become familiar with the work of this Association in preparation for the term as Vice President for Educational Partnerships and Strategic Relationships. The Vice President-Elect shall work in conjunction with the Vice President for Educational Partnerships and Strategic Relationships to support educational partnerships and strategic relationships for the association.

There shall be a VICE PRESIDENT FOR EDUCATIONAL AND STRATEGIC RELATIONSHIPS who shall be responsible for the Association's educational partnerships with partners which include, but not limited to institutions of higher education, businesses, and other student affairs organizations external organizations and sponsors and strategic relationships with such groups in New York State, and providing the President and the Executive Board up-to-date data on partnerships and relationships.

The Vice President is responsible for soliciting partnerships on behalf of the Association, processing and maintaining partnership records, and working collaboratively with the board to create partnerships and strategic relationships that assist in fulfilling the Association's Mission and Vision.

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.

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:

- Provide strategic vision and guidance to the board in developing educational partnerships that assist in the fulfillment of the Association's mission.
- Develop an annual outline for educational partners in consultation with the Board.
- Solicit and approve all educational partners and strategic relationships for professional development events and conferences including, but not limited to:
 - Higher Ed Happy Hours
 - Coffee & Conversation
 - National Convention Socials
 - Annual Conference
 - New York Leadership Educators Conference (NYLEC)
 - Urban Campus Institute (UCI)
 - Community College Institute (CCI)
 - Senior Student Affairs Officers
 - Mid-Level Managers
 - New Professionals
- Train and advise the coordinators and/or chairs of the above events and conferences on utilizing the outline for educational partners, specifically:
 - Vice Presidents for Professional Development
- Develop professional development opportunities for senior student affairs members to develop strategic relationships.
- Help coordinate networking forums which can allow for peer support and mentorship.



- Provide a conduit between senior student affairs officers and board and committee members to benefit other association initiatives, such as conferences and other professional development programs.
- Collaborate with the Faculty Liaison where appropriate.
- Collaborate with the Annual Conference Chair where appropriate.
- Coordinate with the Vice Presidents for Communication on implementing educational partner agreements.
- Collaborate with the Treasurer on the process of educational partnership invoicing and payment.
- Use discretion when creating custom educational partner options or packages and consult with the Presidential Trio when necessary.
- Determine that all educational partners are in line with the mission and vision of CSPA-NYS and consult with the Board when necessary.

Time Commitment:

- 1-4 Hours Per Week
- Time commitment for creating invoices is minimal while soliciting partnerships through marketing, messaging, and meetings with potential partners may be time consuming.