

**BYLAWS OF THE
ASSOCIATION OF HIGHER EDUCATION PARENT/FAMILY PROGRAM
PROFESSIONALS**

ARTICLE I: NAME AND MISSION

Section 1.01. Name.

The name of the organization shall be Association of Higher Education Parent/Family Program Professionals (AHEPPP). The association uses the abbreviated name, AHEPPP with the tagline FAMILY ENGAGEMENT IN HIGHER EDUCATION™ on all media and marketing materials.

Section 1.02. Mission.

The Association of Higher Education Parent/Family Program Professionals (AHEPPP) is the premier national association for higher education practitioners who work with the parents and family members of college students. The mission of AHEPPP is to support professionals in higher education who promote student success through informed parent and family engagement.

Section 1.03. Values.

AHEPPP shares a belief in and commitment to:

- **Supporting a collaborative environment:** AHEPPP values collaborative environments where members and partners work together to engage different types of families in higher education with the common purpose of supporting student success.
- **Responsible and ethical behavior:** AHEPPP values responsible and ethical behavior characterized by accountability, honesty, and equity in interpersonal, professional, and academic relationships and in research and scholarly activities.
- **Leading innovation and ideas for the profession:** AHEPPP values the practical implementation and sharing of ideas that result in new or enhanced programs, initiatives, research, and/or services that support families in higher education, the parent and family profession, and/or the AHEPPP community.
- **Diversity and inclusion:** AHEPPP is committed to promoting anti-racism, equity, belonging, and inclusion throughout the association. As an association, we must work to explore, understand, and create a shared understanding of how to be grounded in equity, inclusion, and anti-racism. AHEPPP values the identities of all association members and families we serve. These identities may include, and not be limited to, race, color, religion, ability, sex, sexual orientation, gender identity, socio-economic status, marital status, family status, veteran status, age, national origin, education, and institution type. AHEPPP does not engage in and does not tolerate discrimination in any of its activities or operations.
- **Fiscal strength and responsibility:** AHEPPP values fiscal strength and responsibility characterized by conscientious and creative spending that makes the best use of financial resources.
- **Continued professional development:** AHEPPP values the continued advancement of skills, competencies, and best practices of its members demonstrated through involvement

in AHEPPP and/or other professional organizations, continued education and training, and sharing of resources and information.

- **Research, assessment, and best practices:** AHEPPP values the use of original research, literature, assessment, and best practices to advance the knowledge and practice of family engagement in higher education.

Section 1.04. Non-discrimination.

AHEPPP is committed to promoting anti-racism, equity, belonging, and inclusion throughout the association. AHEPPP welcomes and encourages participation from all individuals who support the Association's mission and values and shall not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender expression or identity, ability, socio-economic status, marital status, family status, education, appearance, age, class, protected veteran status, geographic/regional location, institutional type, professional title, or position.

ARTICLE II: MEMBERSHIP

Section 2.01. Types of Membership.

1. Institutional Membership: Colleges, universities, and other vocational or trade schools are eligible for membership upon payment of annual dues as determined by the Board of Directors. Institutional membership includes up to four individuals per institution.
2. Student Membership: any graduate or undergraduate student from a member or non-member institution is eligible for membership upon payment of annual dues as determined by the Board of Directors.
3. Emeritus Membership: Any individual who has retired from a member institution is eligible for membership upon payment of annual dues as determined by the Board of Directors.
4. Honorary Membership: All former Board of Directors members who successfully completed at least one term are granted lifetime, complimentary, individual membership.
5. Associate Partners: Organizations or businesses that provide products, services or programs related to college/university parent and family programs are eligible for consideration for associate partnership, upon application and payment of annual dues as determined by the Board of Directors. AHEPPP does not endorse, directly or by implication, any products, services, or ideas advertised by our associate partners. The Board of Directors reserves the right to refuse associate partnership.

Section 2.02. Rights and Benefits of Members.

1. All members in good standing are entitled to access all AHEPPP-led professional development activities including but not limited to virtual programming, regional and national conferences, digital resources and online forums, volunteer opportunities in work groups/committees, leadership positions, and mentorship programming.
2. Associate partners do not have voting privileges, may not be elected to office, and may not serve on committees, including the Board of Directors.

Section 2.03. Good Standing.

AHEPPP members shall consist of dues-paying individuals and organizations who meet the requirements of the types of membership as outlined in Section 2.01. The Board of Directors reserves the right to deny or suspend membership for any individual, group, or organization at its discretion. Engaging in conduct that is in conflict, contrary to, or detrimental to the Association's interests, operations, mission, or goals may be the basis for denial or termination. The Board will convene to review any denial or termination of membership.

Section 2.04. Resignation.

Any member may resign affiliation with AHEPPP at any time by submitting a written resignation via email to info@ahppp.org. However, such notice shall not relieve the resigning member from the obligation to pay any outstanding dues or other charges that have accrued and remain unpaid.

Section 2.05. Dues.

Annual dues for each level of membership shall be periodically reviewed and determined by the Board of Directors. Refunds are subject to the discretion of the Executive Director in consultation with the Board of Directors.

ARTICLE III: DIRECTORS AND OFFICERS

Section 3.01. The Board of Directors.

The Board of Directors is the policy-making body and may exercise all powers and authority granted to conduct the business and affairs of the Association. The Board of Directors shall consist of no less than nine and no more than eleven members from the Association's membership.

Section 3.02. General Authority.

The Board shall determine its own structure and operating procedures which shall be made known to the membership in an appropriate written format. The powers of the Board of Directors include, but are not limited to, the following:

- Hire, supervise, and terminate/dismiss the Executive Director;
- Develop and review the conditions of employment for any persons employed by the Association;
- Approve the annual budget, investments, and expenditures;
- Approve all contractual relationships and partnerships with other professional associations or government agencies;
- Select, appoint, and dismiss officers of the Board of Directors;
- Select, appoint, and dismiss volunteer leadership within the association
- Approve the annual conference location;
- Review and approve awards criteria;
- Complete administrative operations of the association in the absence of staff;
- Responsibility of quality control of all publications and AHEPPP branding on materials.

Section 3.03. Selection.

Candidates for the Board of Directors must be members of AHEPPP in good standing as outlined in section 2.03 and Appendix A. In addition, candidates must be currently employed by a higher education institution and in a role that works with the parents and families of college students. The Leadership Operations Director, in consultation with the President and Executive Director, will coordinate the annual selection process, which includes determining a timeline, distributing a call for nominations, and collecting nominations. The current Board will review nominations and put nominees forward for membership vote.

Section 3.04. Tenure.

Board of Director terms shall begin in January of a calendar year. Board members shall be elected by a vote of the general membership to one, three-year term. Board members who are at the end of their first term may be renewed for one additional consecutive term by a majority vote of the remaining Board members. If, during their tenure, a Board member becomes no longer employed by a higher education institution or no longer in a role working with the parents and families of college students, the Board will vote on how long the member may stay in their position on the Board.

Board members who complete two terms of consecutive service in good standing are eligible for future Board service after a period of three years and must be re-elected by a vote of the general membership.

Section 3.05. Vacancy.

Vacancies may be filled by appointment from the Board of Directors, with the recommendations of the Board of Directors Executive Leadership Team. Vacancies existing by reason of resignation, death, incapacity, or removal before the expiration of term may be filled by a majority vote of the remaining directors. In the event of a tie vote, the President shall choose from the persons who received the same number of votes as the succeeding Board member. A director appointed to fill a vacancy shall be appointed for the unexpired term of that director's predecessor in office.

Vacancies in the Board of Directors Leadership Team will be filled with approval from the Board of Directors per section 3.07.

- In the absence of the President during the term of the President Elect, the President Elect shall preside as President and perform the duties and exercise the powers of the President. In the absence of the President during the "off-year" of the President Elect, the Leadership Operations Director shall preside as the President and perform the duties and exercise the powers of the President.

Section 3.06. Extension of Term of a Director Elected to an Office.

Section 3.04 notwithstanding, any director who is elected to an office may serve an additional one or two years beyond the term limit set forth in Section 3.04 in order to serve a complete term as officer.

Section 3.07. Officers.

The officers of the Board shall consist of a President, President-Elect, Leadership Operations Director, and Treasurer elected by the Board. During the annual election cycle and if vacancies occur, the Board of Directors will select new officers from the members of the current board. If an officer vacates their position before the end of their term, the President will appoint an interim officer. Elected officers will serve a term of two years, except for the President-Elect. The President Elect shall serve a one-year term in the last year of the President's term and then assume the office of President.

Section 3.08. Executive Leadership Team

The Executive Leadership Team shall be composed of the Executive Officers (President, President-Elect, Leadership Operations Director, and Treasurer). The Executive Leadership Team shall have the power to act in emergencies with action taken subject to ratification by the Board. Meetings may be called by the President or upon written request of any member of the Executive Committee. The actions of the Executive Leadership Team shall be reported to the Board at the next Board meeting. The majority of the voting members of the Executive Leadership Team shall constitute a quorum.

Section 3.08. Compensation.

Board of Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation and prior approval.

Section 3.09. Resignation and Dismissal.

Any Director may resign at any time upon written notice to the President and Executive Director. Should a President wish to resign, written notice should be delivered to the Executive Director and the current Executive Leadership Team. Such resignation shall be effective at the time specified therein, and the acceptance of such resignation shall not be necessary to make it effective. Any Board member may be dismissed from the Board at any time by a two-thirds (2/3) vote of the Board of Directors whenever, in its judgment, it is in the best interests of the Association.

A Director may be removed if it has been certified that the proposed Director has acted in a way that is inconsistent with the responsibilities of a director; has otherwise acted in a way to bring discredit to the Association; or demonstrates an inability to perform the functions of a board member.

ARTICLE IV: COMMITTEES, COUNCILS, AND WORK GROUPS

Section 4.01. Committees, Councils, Workgroup.

Committees and Councils are defined as standing groups assigned to specific tasks. Workgroups are temporary groups assigned to specific tasks or goals.

Association members are tasked by the Board of Directors to further the mission and goals of the Association. The President shall, with the concurrence of the Board, appoint workgroups, councils, and committees as needed. Any Board member may propose the creation of a committee, council, or workgroup. The size, duration, and responsibilities of these committees, councils, and work groups shall be established by the Board. The President, with guidance from the Board, may make such provisions for the appointment of the chairperson of such committees; establish procedures to govern their activities, and delegate authority as may be necessary or desirable for the efficient management of the business and activities of the Association.

Section 4.02. Standing Committees and Councils.

AHEPPP Standing Committees shall be the following:

1. Annual Conference Committee
2. Equity, Belonging & Inclusion (EBI) Council
3. Spring Summit Committee
4. Awards Committee

ARTICLE V: MEETINGS

Section 5.01. Board of Directors Meetings.

Regular meetings of the Board of Directors shall be held at such times as may be determined by the Board. Every effort will be made to conduct meetings once per month. The Board of Directors shall hold in-person meetings twice each year, with one meeting held in conjunction with the annual conference and another as determined by the Board. Board members are required to attend the in-person meetings and participate in scheduled monthly meetings. Situations that prevent any director from attending an in-person meeting will be handled on a case-by-case basis, and every effort will be made by the Board and the absentee to participate virtually.

Section 5.02. Notice of Meetings.

In the case of regular meetings of the Board via virtual conference call, at least 15 days advance notice is required. Notice of an in-person meeting shall be made with reasonable notice for Board members to facilitate the necessary travel arrangements. Special meetings may be called by the President or at the request of any two (2) Directors by giving notice via email or telephone to each member of the Board not less than forty-eight (48) hours before such meeting.

Section 5.03. Annual Report.

A report for membership shall be provided each year during the annual conference. The Board of Directors may use their discretion in the formatting of this report. The report should include, but is not limited to:

- Report from the President on the status of the Association
- Report from the Treasurer on the annual budget
- Reports from other Directors and/or committees, councils, and workgroups

ARTICLE VI: VOTING

Section 6.01. Voting Rights.

Each Board member is allowed one (1) vote. Any employee of the association is not a voting member.

Section 6.02 Establishing a Quorum.

Except as determined in Section 6.03, no formal action shall be taken without a quorum of the Board. A quorum shall consist of a simple majority (one more than half) of the Board of Directors. In the absence of a quorum, the meeting will be adjourned to a subsequent date.

Section 6.03. Voting On any Action.

Voting for the election of officers, amendments to the Bylaws, or any other action or motion will be determined by majority rules using the quorum established as outlined in Section 6.02.

Section 6.04. Electronic Voting.

When an action necessitates a full Board vote and a virtual conference call or in-person meeting is not possible, Directors may vote for or against an action using a Web-based survey, electronic ballot or email if ballot is unavailable.

Section 6.05. Absentee Voting.

Any Board member who is unable to be present for a vote on any action may submit their vote electronically via email to the President and Executive Director or other designated Board member on or before the date of the vote provided that all members of the Board receive written notification of the proposed action at least 48 hours prior to the vote.

In times when advance notice of voting is not possible but a quorum is met, a Board member absent from a meeting is not eligible to vote.

ARTICLE VII: CONFLICT OF INTEREST

Whenever a Director has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote on the matter will then be approved by a simple majority of the remaining directors.

ARTICLE VIII: FISCAL POLICIES

Section 8.01: Major Activities.

All new ventures, meaning anything that is not already defined in the current budget, in the activities of the Association, such as a major financial obligation, must be approved by the Board and any expenditure in connection therewith shall be specifically authorized for such purposes by the Board before disbursement may be made for such purpose.

Section 8.02: Excess Funds.

Whenever the cash balances of the Association are deemed to be in excess of current needs, the Board may authorize the investment of any such funds for interest-earning purposes in savings accounts and/or other investment programs deemed appropriate by the Board. Such deposits shall be made in the name of AHEPPP by individuals authorized to make deposits and withdrawals, as the Board shall from time to time provide by resolution. The Board is further empowered to authorize loans or donations to other cooperating associations for the purpose of furthering their educational work therein when deemed advisable.

Section 8.03: Disbursements & General Reimbursements.

All checks, drafts or other payment of money, notes or other evidence of indebtedness issued in the name of, or payable to, AHEPPP and requiring signature shall be signed or endorsed by the Executive Director. In the absence of an Executive Director, such instruments shall be signed by the Treasurer and countersigned by the President. AHEPPP will only reimburse expenses that the Board has officially approved through its annual budget or subsequent approval process. Members cannot incur a program expense without the prior approval of the appropriate person.

Section 8.04: Budget Development, Review, and Approval.

Designated financial reports outlining operational expenses shall be provided monthly to the Board by the Treasurer. The Treasurer submits the annual budget for review no later than May 1 of the preceding fiscal year. In preparing the budget, the Treasurer reviews the financial needs of the organization, taking into consideration the priorities of the association and the financial history of AHEPPP. Budget revisions must be approved by a vote of the Board of Directors.

Section 8.05: Annual Audit.

AHEPPP shall require an annual audit of its accounts by a certified public accountant to audit the records and review the internal controls.

Section 8.06: Fiscal Year.

The fiscal year of the Board shall be July 1 to June 30, but may be changed by resolution of the Board of Directors.

ARTICLE IX: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Board of Directors. Proposed amendments shall be presented in writing to the President and copies of the proposed amendment(s) shall be provided to each Board member at least 5 days before the scheduled meeting.

ARTICLE X: INDEMNIFICATION

Every member of the Board of Directors and member of AHEPPP may be indemnified by the organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members in connection with any threatened, pending, or completed action, suit or proceedings to which they may become involved by reason of their being or having been a member of the Board of Directors or general member associated with the organization, or any settlement thereof unless adjudged therein to be liable for negligence or misconduct in the performance of their duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the organization. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the Board or association member is entitled.

ARTICLE XI: CERTIFICATION

These bylaws were approved by a two-thirds majority vote on Thursday, November 13, 2014.
These bylaws were amended by unanimous vote on Tuesday, April 14, 2020.
These bylaws were amended by two-thirds majority electronic vote on December 21, 2023.

APPENDIX A: ELECTION OF BOARD MEMBERS

The Board of Directors (BoD) solicits nominations from AHEPPP members, verifies eligibility as stated in section 3.03, presents the nominees for AHEPPP membership vote, and tallies the vote to fill positions on the Board. This appendix provides additional rules and guidelines for the BoD regarding the election of directors as required by the bylaws.

1. Nomination and Selection.

The President, Leadership Operations Director, and Executive Director will coordinate the selection process, which involves: the BoD approved timeline; creating announcements and the call for nominations; working with the Board to solicit general membership for nominees; collecting nominations; coordinating interviews with the nominees when necessary; finalizing the candidates; presenting the BoD candidates for the AHEPPP membership vote online; and preparing the results for the Board discussion during the monthly call.

2. Eligibility.

Any AHEPPP member in good standing who meets the minimum criteria is eligible for nomination to the Board of Directors. Any AHEPPP member may self-nominate or nominate another member. Nominees will complete nomination application that provides the following information:

- A. Name
- B. Current job title
- C. Institution
- D. Years in current position
- E. Years in Parent/Family engagement
- F. Contact information
- G. Current resumé/curriculum vitae
- H. Personal statement, written by the nominee, describing why they will be a good member of the AHEPPP Board of Directors. Statement should include skills that will suit this role and the ways in which the candidate's leadership will contribute to AHEPPP's mission, programs and initiatives.
- I. Letter of institutional support from the nominee's supervisor.
- J. (Optional) Letter of recommendation from professional colleague(s).

3. Guidelines and Qualifications.

The Board shall include persons of character, integrity, talent, and experience who are committed to the mission of AHEPPP and seek to foster diversity across the organization. The diversity of the Board is essential to the success of the Association, and the Board of Directors should reflect the diversity of our membership and the students and parents/families we serve. This diversity includes but is not limited to, race, color, religion, sex, national origin, sexual orientation, gender expression or identity, ability, appearance, age, class, and protected veteran status. Geographic diversity, diversity in knowledge and skills, and diversity of institutional type and size also are important considerations. New Board members are elected by current members based on, but not limited to the following:

Minimum Criteria:

- Membership in AHEPPP of no less than 2 years
- Professional experience in higher education for no less than 5 years
- Evidence of a commitment to the field of higher education and/or parent/family relations, retention, engagement, transition, and/or student affairs, enrollment management, fundraising, or other related fields in higher education.

Additional Preferred Criteria:

- Guided by evidence of leadership and a wide range of experiences; and a commitment to AHEPPP's mission, vision and programs.
- Contributed 2 years of service to members of the organization or peers within the profession (e.g. participated in the mentor program, collaborated with individuals from other institutions to develop programs/initiatives, presented at annual conferences and/or Spring Summits, etc.)
- Demonstrated 2 years of service to AHEPPP (e.g. served as a conference volunteer, on committees, published on the AHEPPP blog. etc.)
- Published articles, survey analyses, chapters and/or books addressing parent engagement at the post-secondary education level as it relates to, or impacts, student development, and/or retention.
- Willingness to embrace fast-paced, high pressure, team-oriented work environment with an amicable attitude and balance multiple priorities.
- Keep abreast current events in higher education as they pertain to students and their family engagement at the college level.
- Is guided by AHEPPP's commitment to diversity and inclusion.
- Elected board members should represent balance across institutional type/size and geographic regions.

Elections/Voting.

- At least two (2) nominees shall be presented for election.
- A simple majority is required for election.
- If more than two (2) candidates are tied on the ballot, a run-off election may be required between the two individuals receiving the largest number of votes.
- Each voting member will be allotted a vote for each vacated seat.

Timeline for selection:

July 1 - August 1	Marketing election process and Board to hold interest meetings with members
August 1 - September 1	Call for Nominations
September Board Meeting	Discussion/Slating (if necessary)
Mid/Late September	Voting Opens

October Board Meeting	Announcement to Board and run-off elections (if necessary)
Early/mid November	Announce to Members
Annual Conference	Acknowledge New BoD Members

ORIENTATION FOR NEW BOD MEMBERS

- An overview of the AHEPPP – its mission, vision, values, history
- AHEPPP bylaws
- AHEPPP's annual report and any other pertinent financial reports
- AHEPPP committee chair responsibilities
- The AHEPPP's strategic plan/goal overview
- Board meeting minutes
- AHEPPP's most recent newsletter
- Schedule of Board meetings (and locations), annual meetings and any other events
- BOD contact information
- Review of AHEPPP resources and guides

APPENDIX B: OFFICERS OF THE BOARD OF DIRECTORS

A. President

The President shall serve as the senior officer of the Association. The duties of the President shall include, but are not limited to, the following:

- Provide leadership and direction to Association activities including adoption of and implementation of strategic plan, oversight of committees, and advancement of the mission and values of the Association;
- Preside over all Board meetings and business sessions of the Association including monthly calls with the staff, officers and board;
- Helps guide and mediate Board actions with respect to the organizational priorities and governance structure;
- Identifies and discusses timely issues in the field and determines how the Association can provide support and resources;
- Work closely with the Executive Director to prepare for monthly Board Meeting calls and preside over in person meetings twice annually; prepare communications to the Association Membership;
- Hire, supervise, evaluate and dismiss employees to fill such positions as authorized by the Board;
- Execute contracts or other instruments on behalf of the Association as the Board may authorize;
- Monitors the financial planning of the Association;
- Make all appointments with the approval of the Board of Directors;
- Serve as the representative to external partners;
- Represent the association at various meetings and events;
- Perform other duties as prescribed by the Board.

B. President Elect

The duties of the President-Elect shall include, but are not limited to, the following:

- Meet monthly with the President, Treasurer and Executive Director to report on priorities
- Prepares for succession to the presidency.
- Focuses term on understanding the strategic direction of the Association, learning AHEPPP's systems for governance and management and cultivating working relationships with members, staff and community partners.
- Gains understanding of President's role and responsibilities by participating on same committees as the President and when possible/appropriate attending all meetings alongside the President in which they preside/attend.
- Assists President in conducting Association business, problem solving, sharing in leadership and directing the organization as requested.

- In the absence of the President, presides as President and performs the duties and exercises the powers of the President.
- Perform other duties as prescribed by the Board.

C. Past President

The role of the Past President is to ensure continuity during transitions and change, to ensure appropriate succession of Officers and Directors and support the new President. This position is limited to one year immediately following the Director's term as President. Duties of the immediate Past President shall include, but are not limited to, the following:

- Work closely with the new President to provide a smooth transition in leadership providing advice in past practices and other matters to assist the Board in governing the Association;
- Work with the Executive Director and Board to evaluate and direct Strategic Partnerships of the organization, determine needs and priorities and develop an action plan to pursue such partnerships that benefit the Association and the membership annually and in person;
- Coordinate communication and needs to strategic partners in collaboration with the Executive Director and Conference Committee;
- Provide insight and perspective on the financial goals and strategic plan of the Association;
- Participate actively in monthly Board calls and in person meetings;
- Continue to advocate for the profession and for the Association.

D. Treasurer

The Treasurer, working closely with directors, provides financial oversight for the Association. The duties of the Treasurer shall include, but are not limited to, the following:

- Prepare and submit the annual budget for review at the March Board Meeting. Ensure that a full and accurate account is kept for all monies received and paid out and that sound fiscal controls are in operation;
- Prepare and furnish the Board with an operating and financial report at each regular meeting;
- Review criteria for expenditures annually and coordinate approval process for expenditures and reimbursements;
- Maintain historical financial records; Coordinate annual audit by a certified public accountant to audit records and review internal controls and prepare taxes;
- Work with the Executive Director and Conference Committee to determine annual conference budget;
- Ensure development and board review of all financial policies and procedures.
- Perform other duties as prescribed by the Board.

E. Leadership Operations Director

The Leadership Operations Director (LOD) shall be elected by the current Board of Directors and serve a 2-year term on the Executive Leadership Team. The duties of the Leadership Operations Director shall include, but are not limited to, the following:

- Providing leadership in creating and administering leadership recruitment, appointment, onboarding, training, and recognition processes, including:
 - Work closely with the Executive Director to coordinate election and orientation of Board members including communication, calendar, and position descriptions as well as recognition of the outgoing Board Members
 - Work closely with the Executive Director to coordinate committee/program leadership recruitment, appointment, orientation, communication, recognition, and support
 - Coordinate continued education and development opportunities for all leadership (e.g., EBI training, budget training, etc.)
 - Provide oversight of awards and recognition processes
- Directing the strategic planning implementation process; coordinate monthly reports and compile information to report to membership annually;
- Meeting monthly with the executive team to report on priorities;
- In the temporary absence of the President and President-elect, perform the duties of the President at all Board and Association meetings;
- If both President and President-Elect positions become vacant before the end of their terms, temporarily assume all responsibilities of the President until a new President is elected by the Board;
- Work closely with the President and Executive Director to routinely review and revise Bylaws, present any necessary changes to the Board of Directors;
- Perform other duties as prescribed by the Board.

APPENDIX C: CONFERENCE COMMITTEE

The Conference Committee shall have as its function the planning and execution of the association's annual conference.

1. Committee Structure.

The conference committee may include the following positions:

Board of Directors Conference Liaison

AHEPPP Executive Director

Conference Chair/Co-Chairs

Program Chair/Co-Chairs

Pre-Conference Chair/Co-Chairs

Hospitality Chair/Co-Chairs

Volunteers & Recognition Chair/Co-Chairs

Communications, Marketing, and Technology Chair/Co-Chairs

Strategic Partners Chair/Co-Chairs

Conference City Representative(s)

Other positions as determined by the Board of Directors in collaboration with the Conference Chair and Executive Director

2. Term of service.

All committee positions, with the exception of the Board of Directors Conference Liaison, Executive Director, and Conference Chair, serve a one-year term based on the calendar year (January – December). The Conference Chair will serve a 17-month term, beginning in September of the current year and ending in January of the year following the chair's conference.

3. Selection.

The Leadership Operations Director will work with the Executive Director to coordinate the selection process, which involves: utilizing the BoD approved timeline; creating announcements and the Call for Applications; collecting applications; distributing the applicant names and all relevant materials to the Board for review; finalizing the selection process with the Board; communicating results to applicants.

4. Eligibility

Any AHEPPP member in good standing is eligible to apply for a position on the Conference Committee. In addition to completing an application, all candidates must submit a signed letter from their supervisor certifying institutional support to attend the annual conference. Institutional support includes travel costs, airfare, hotel, ground transportation, meals and lodging.

5. Guidelines and Composition.

Conference Committee members shall be sought who reflect the qualifications and diversity

determined by the Board. The Board will consider applicants who will meet, foster, and fulfill AHEPPP's strategic direction and mission. Preference for Conference Chair will be given to an individual who has previously served on the conference committee.

6. Committee Positions and Descriptions.

AHEPPP Board of Directors

- In collaboration with the Conference Committee, provide direction for the theme, tone, and overall experience of the conference
- Guide educational priorities around current trends and Association needs and objectives
- Oversee the coordination and execution of closing meeting
- Support Conference Committee as needed

AHEPPP Board of Directors, Conference Liaison

Member of the Board of Directors (see Article III, Section 3.07 of the Bylaws)

- Serve as the primary contact for the Conference Chair and provide input from the Board of Directors
- Conduct a site visit with Executive Director and Conference Committee
- Participate in conference committee meetings
- In collaboration with the AHEPPP Executive Director and the Conference Chair, monitor and manage the conference budget
- In collaboration with the President, Executive Directors, and Board of Directors determine the location of future AHEPPP conferences
- Provide additional support to the conference committee as needed

AHEPPP Executive Director - Reports to AHEPPP President

- Manage conference forms and online registration process
- Work with Marketing/Social Media Chair to execute the communication and marketing plan
- Provide logistical support for all payment, scheduling and contracts for services
- In collaboration with AHEPPP Board of Directors, coordinate vendor fair/exhibit space
- In collaboration with the Treasurer and Conference Liaison, monitor and manage the budget
- Support the Conference Chair and other committee members as needed
- Coordinate assessment for the conference

Conference Chair (or Co-Chairs), Works in collaboration with the Board of Directors Conference Liaison and Executive Director

- Observe and participate in the current year's annual conference to gather information to plan conference for the following year
- In partnership with the Board of Directors, determine theme and design for the conference; determine the vision, as well as the technical and operational goals, for the conference;
- Oversee the financial, administrative and logistical management of the conference;
- Must adhere to conference budget
- Plan and facilitate structure and content of all conference planning meetings

- Develop and implement conference schedule (number of sessions and number of acceptances for each venue)
- Conduct a site visit with the Executive Director and Conference Liaison (transportation and per diem may be paid by AHEPPP)
- In collaboration with Conference Liaison and Executive Director, develop master conference timeline integrating detailed timelines submitted by Area Chairs
- In partnership with the Board of Directors, organize the process to search for and select the conference keynote speaker or featured speakers
- Act as the public face and gracious host of the conference
- Prepare and submit a conference final report (executive summary) as directed to document decisions, activities, results of new programs, and recommendations of importance to future Conference Chairs and the Board of Directors.

Program Chair/Co-Chairs

The main goal of the Program Chair or Co-Chairs and Program Selection Committee is to create a strong, innovative, and well-balanced program of educational sessions for the annual conference.

- Review previous conference evaluation results and Conference Committee Final Report
- In collaboration with the Board of Directors, develop program goals, topics of interest, and program types
- Review deadlines and application process for Call for Programs
- Design, promote and coordinate the Call for Programs process by communicating in a timely manner with all potential program presenters
- Oversee the Program Selection Committee volunteers, manage program review process, and provide feedback to presenters
- Secure program presenters, titles, and descriptions for the conference schedule, as well as any A/V needs
- Host presenters at the conference and attend to their presentation needs
- Work with the Conference Assessment Chair or Executive Director on the coordination and development of educational session evaluation
- Work with the Volunteers & Recognition Chair to thank all presenter

Pre-Conference Workshop Chair/Co-Chairs

- Review previous conference evaluation results and Conference Committee Final Report Plan
- Organize and secure curriculum, presenters, and materials for the pre-conference program
- Organize participant materials
- Work with the Marketing/ Social Media Chair to publish any and all communication to members about the pre-conference
- Run and support all pre-conference day-of activities

Hospitality Chair

- Review previous conference evaluation results and Conference Committee Final Report
- Coordinate the participant welcome/check-in packet and participant gift

- Coordinate information resources for local attractions, restaurants, and activities for participants
- Coordinate information on parking, shuttles, & public transportation options
- Coordinate the logistics of a conference service project and possible activities

Volunteers & Recognition Chair

- Review previous conference evaluation results and Conference Committee Final Report
- Coordinate the recruitment, training, supervision, and recognition of conference volunteers
- Assign volunteers to on-site conference duties, including on-site registration, local arrangements information table, etc.
- Secure and prepare thank you notes for keynote or featured speakers, guest speakers, and presenters.
- Coordinate/organize Swag Swap including signage at conference.

Communications, Marketing, and Technology Chair

- Review previous conference evaluation results and Conference Committee Final Report
- In collaboration with the AHEPPP Executive Director and Area Chairs, develop a marketing plan and timeline for Call for Registration, Call for Programs, Call for Awards, and other conference announcements
- Create a social media calendar to post and promote the conference activities with the goal of getting members excited about and registered for the conference
- Create and promote the AHEPPP conference on all social media accounts

Conference City Representative

- Review previous conference evaluation results and Conference Committee Final Report
- Assist Conference Chair, Conference Liaison, and AHEPPP Executive Director with requests such as connecting to local businesses, accepting shipments, and other miscellaneous needs
- Assist Hospitality Chair with suggestions for things to do in the area, recommendations for restaurants, airport shuttle suggestions, etc.
- Assist other conference team members where needed prior/during conference

APPENDIX D: AWARDS COMMITTEE

The Awards Committee shall have as its function the planning and execution of the association's annual awards.

1. Committee Structure.

Committee Liaison from the Board of Directors
Committee Chair/Co-Chairs
Committee Members

2. Term of service.

All committee members, with the exception of the Board of Directors Awards Liaison and Chair/Co-Chairs, will serve a one-year term based on the calendar year (January – December) with an option to renew annually with approval from the Board. The Awards Chair will serve a 17-month term, beginning in September of the current year and ending in January at the end of the awards' cycle.

3. Selection.

The Leadership Operations Director will work with the Executive Director to coordinate the selection process, which involves: utilizing the BoD approved timeline; creating announcements and the Call for Applications; collecting applications; distributing the applicant names and all relevant materials to the Board for review; finalizing the selection process with the Board; communicating results to applicants.

4. Eligibility

Any AHEPPP member in good standing is eligible to apply for a position on the Awards Committee. In addition to completing an application, all candidates must submit a signed letter from their supervisor certifying institutional support to attend the annual conference. Institutional support includes travel costs, airfare, hotel, ground transportation, meals and lodging.

5. Guidelines and Composition.

Awards Committee members shall be sought who reflect the qualifications and diversity determined by the Board. The Board will consider applicants who will meet, foster, and fulfill AHEPPP's strategic direction and mission. Preference for Awards Chair will be given to an individual who has previously served on the Awards Committee.

6. Committee Positions and Descriptions.

AHEPPP Board of Directors, Awards Liaison

Member of the Board of Directors (see Article III, Section 3.07 of the Bylaws)

- Serve as the primary contact for the Awards Chair and provide input from the Board of Directors
- Participate in Awards Committee meetings

- In collaboration with the AHEPPP Executive Director and the Awards Chair, monitor and manage the Awards budget

Awards Chair (or Co-Chairs), Reports to Board of Directors Awards Liaison

- Participate and observe in the current annual conference
- Oversee the administrative and logistical management of the awards process that includes marketing, review, and selection of awards
- Oversee the Awards Selection Committee volunteers
- Work with the Executive Director to order awards
- Partner with the Conference Committee to coordinate award presentations at the annual conference
- Actively support awards committee for maximized engagement and participation
- Prepare and submit an awards final report (executive summary) as directed to document decisions, activities, results, and recommendations of importance to future Awards Chairs and the Board of Directors.

Awards Committee Members, Report to the Awards Chair/Co-Chairs

- Coordinate and execute marketing and recruitment of award nominations
- Solicit internal and external award reviewers and coordinate review process
- Collaborate with the Conference Committee to coordinate award presentations at the conference

APPENDIX E: SPRING SUMMITS COMMITTEE

The Spring Summits Committee shall have as its function the planning and execution of the association's spring summits.

1. Committee Structure.

Committee Liaison from the Board of Directors
Committee Chair/Co-Chairs
Committee Members

2. Term of service.

All committee members, with the exception of the Board of Directors Spring Summits Liaison and Chair/Co-Chairs, will serve a eight month term based on the calendar year (October – May) with an option to renew annually. The Spring Summits Chair will serve a nine-month term, beginning in September of the current year and ending in May at the end of the Spring Summits.

3. Selection.

The Leadership Operations Director will work with the Executive Director to coordinate the selection process, which involves: utilizing the BoD approved timeline; creating announcements and the Call for Applications; collecting applications; distributing the applicant names and all relevant materials to the Board for review; finalizing the selection process with the Board; communicating results to applicants.

4. Eligibility

Any AHEPPP member in good standing is eligible to apply for a position on the Spring Summits Committee. In addition to completing an application, all candidates must submit a signed letter from their supervisor certifying institutional support of service. Chair and committee members will receive complimentary registration.

5. Guidelines and Composition.

Spring Summits Committee members shall be sought who reflect the qualifications and diversity determined by the Board. The Board will consider applicants who will meet, foster, and fulfill AHEPPP's strategic direction and mission. Preference for Spring Summits Chair will be given to an individual who has previously served on the Spring Summits Committee.

6. Committee Positions and Descriptions.

AHEPPP Board of Directors, Spring Summits Liaison

Member of the Board of Directors (see Article III, Section 3.07 of the Bylaws)

- Serve as the primary contact for the Spring Summits Chair and provide input from the Board of Directors
- Participate in Spring Summits Committee meetings
- In collaboration with the AHEPPP Executive Director, Treasurer, and the Spring Summits Chair, monitor and manage the Spring Summits budget

Spring Summits Chair (or Co-Chairs), Reports to Board of Directors Spring Summits Liaison

- Serve as the primary role on the Spring Summits committee leadership team that includes the AHEPPP Executive Director and reports directly to the AHEPPP Board of Directors
- Partner with the Executive Director and Spring Summits Liaison to establish the summit's topics, concepts, and design, including the technical, operational, and digital footprint for the summits.
- Oversee the administrative and logistical management of the summits
- Actively support committee members for maximized engagement and participation
- Serve as the Master of Ceremonies for both Spring Summits and assist with technology management
- Work with the Executive Director to develop a communications plan and develop materials as needed
- Prepare and submit a conference final report (executive summary) as directed to document decisions, activities, results of new programs, and recommendations of importance to the incoming committee, Chair, and the Board of Directors

Spring Summits Committee Members, Report to the Spring Summits Chair/Co-Chairs

- In collaboration with the Summits Chair and other team members, develop program goals, topics of interest, and program types
- Design, promote, and coordinate speaker requests and/or the Call for Programs process by communicating in a timely manner with all potential program presenters
- Oversee program selection and manage the program review process, provide feedback to presenters in collaboration with Summit Chair.
- Secure program presenters, titles, and descriptions for the summit schedule
- Host presenters at the summits and attend to their presentation needs

APPENDIX F: EQUITY, BELONGING, AND INCLUSION COUNCIL

Information coming soon

APPENDIX G: TIMELINE FOR LEADERSHIP RECRUITMENT AND ELECTIONS

Information coming soon