

**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).

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 the Association 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
- Responsible and ethical behavior
- Leading innovation and ideas for the profession
- Diversity and inclusion
- Fiscal strength and responsibility
- Continued professional development
- Research, assessment, and best practices

Section 1.04. Non-discrimination.

The Association of Higher Education Parent/Family Program Professionals 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, appearance, age, class, protected veteran status, geographic/regional location, institutional type, professional title or position.

ARTICLE II: MEMBERSHIP

Section 2.01. Members.

The organization's membership shall consist of individuals and/or institutions that support the mission of the organization and remain in good standing.

Section 2.02. Types of Membership.

1. Institutional Membership: Colleges and universities are eligible for membership upon payment of annual dues as determined by the Board of Directors. Institutional membership includes up to three individuals per college/university.

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 founding Board members are granted lifetime, complimentary membership.
5. Associate Membership: Those organizations or businesses that provide products, services or programs related to college/university parent and family programs are eligible for consideration for associate membership, upon application and payment of annual dues as determined by the Board of Directors. The Association does not endorse, directly or by implication, any products, services or ideas advertised by our associate members. The Board of Directors reserves the right to refuse associate membership that is not appropriate for our association.

Section 2.03. Rights and Benefits of Members.

All members in good standing are entitled to attend meetings, participate in work groups/committees, apply for leadership positions, and vote; however, Associate Members may not serve on committees, serve on the Board of Directors, be elected to office, or vote.

Section 2.04. Eligibility.

The members of the Association shall consist of dues-paying individuals and organizations who meet the requirements of the types of membership as outlined in Section 2.02. The Board of Directors reserves the right to deny, refuse, or to allow renewal of membership as well as terminate or suspend membership for any individual, group, or organization with its discretion. Behavior which, in the sole judgment and discretion of the Board of Directors, is contrary and detrimental to its interests, operations, mission and goals, may be grounds for denial, refusal, or termination.

Section 2.05. Resignation.

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

Section 2.06. Dues.

Annual dues for each level of membership shall be periodically reviewed and determined by the Board of Directors.

ARTICLE III: OFFICERS AND DIRECTORS

Section 3.01. The Board of Directors.

The Board of Directors is the policy-making body and may exercise all the powers and authority granted to conduct the business and affairs of the Association. The Board of Directors shall consist of no less than nine nor more than eleven members from the Association's membership. The number of Directors may be increased or decreased from time-to-time by amendment to the Bylaws.

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 and current written format. The powers of the Board of Directors include, but are not limited to, the following:

- Approval of the annual Association budget, investments, and expenditures;
- Approval of all contractual relationships and partnerships with other professional associations or government agencies;
- Development and review of the conditions of employment for any persons employed by the Association;
- Select, appoint, and dismiss members of the Board of Directors;
- Approval of the annual conference location, theme, and programs;
- Responsibility of quality control of all publications.

Section 3.03. Selection.

Candidates for Board of Directors must be members of AHEPPP in good standing. In addition, candidates must be employed by higher education institutions and have worked with college parents and families. The President-Elect, in consultation with the President of the Board, will coordinate the annual selection process, which includes determining a timeline, distributing a call for nominations, and collecting nominations. Any AHEPPP institutional/representative member in good standing is eligible for nomination. The current Board will review nominations, select a slate of candidates for the AHEPPP membership vote, and tally the vote. Appointments to the Board shall be made prior to the end of the calendar year.

Section 3.04. Tenure.

Board of Director terms shall begin in January of a calendar year. Board members shall serve one three-year term and may be elected to one additional three-year term, not to exceed six consecutive years. Board members who are at the end of their first term may be renewed for a second term by majority vote of the remaining Board members. If, during their tenure, Board members become no longer employed by an institution of higher education, the Board will vote on how long the member may stay in their position on the Board.

Section 3.05. Vacancy.

Vacancies shall be filled by the Board, with the recommendations of the President and President-Elect. Vacancies existing by reason of resignation, death, incapacity, or removal before the expiration of his/her term shall 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.

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, Treasurer, and Conference Liaison nominated by the Board. At the end of the year and if vacancies occur, the Board of Directors will select new officers for itself from the members of the current board. If an officer resigns in the middle of the year, the President will appoint an interim officer. Elected officers will serve a term of two years, except for the President-Elect, who will become President after two years.

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. Should a President wish to resign, written notice should be delivered to the President-Elect. 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.

ARTICLE IV: COMMITTEES AND WORK GROUPS

Section 4.01. Committees.

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 work groups and committees as needed. The size, duration, and responsibilities of these committees and work groups shall be established by the Board. The President, with guidance from the Board, may make such provisions for 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.

AHEPPP Standing Committees shall be the following:

1. Annual Conference Committee

2. Membership and Outreach
3. Education
4. Research and Assessment
5. Partnerships

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, or as may be specified in the notice of the meeting. Every effort will be made to conduct regular meetings once per month, and meetings will be conducted by any means of communication by which all directors participating may simultaneously hear each other during the meeting (i.e., teleconference). 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 teleconferences. 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. Agendas shall be provided at least 48 hours in advance.

Section 5.03. Notice of Meetings.

In the case of regular meetings of the Board via 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 5.04. Quorum.

A quorum shall consist of a simple majority (one more than half) of the Board of Directors. A quorum is required for the transaction of business.

Section 5.05. Action without a Meeting.

Any action required or permitted to be taken at a meeting of the Board of Directors or of any committee may be accomplished without convening a meeting if all members of the Board or committee consent in writing that an action be approved without calling a meeting per Section 6.03. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 5.06. Annual Business Meeting.

A business meeting for the Association membership shall be held each year during the annual conference, which is usually held during the fall of each year on such date as may be determined by the Board of Directors. Association business will be conducted and will include, but is not limited to, the following:

- Report from the President on the status of the Association

- Report from the Treasurer on the annual budget
- Reports from Directors and committees

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. In the absence of a quorum, the meeting will be adjourned to a subsequent date.

Section 6.02. Voting On any Action.

Voting for selection of Board members, election of officers, amendments to the Bylaws, or any other action or motion will be determined by majority rules using quorum established as outlined in Section 5.04.

Section 6.03. Email Voting.

When an action necessitates a full Board vote and a conference call or in-person meeting is not possible, directors may vote for or against an action in writing via email. The following is required for written actions by the Board of Directors:

- The President or the President's designee is required to send an email to the Board detailing the proposed action.
- The email must include a written ballot as an attachment (PDF) for each Director to complete. The ballot must specify the proposed action, a response field indicating "for" or "against" the action, and a signature field for the Director to sign.
- Directors must complete and sign the ballot with an original signature, and return it to the President as an email attachment by the deadline indicated.

Section 6.04. Absentee Voting.

Any Board member who is unable to be present for a vote on any action may submit their vote electronically and in writing to the President 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.

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 involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the Association to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ARTICLE VIII: FISCAL POLICIES

Section 8.01: Major Activities.

All new ventures 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 with the authority for making of deposits and withdrawals vested in such person or persons, 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 evidences of indebtedness issued in the name of or payable to AHEPPP and requiring signature shall be signed or endorsed by such person or persons and in manner as from time to time shall be determined by the Board of Directors. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the President or President Elect. AHEPPP will reimburse only expenses that have been officially approved by the Board through its annual budget. 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 at the November Board Meeting. In preparing the budget, the Treasurer reviews the financial needs of the organization, taking into consideration the priorities of the Association's strategic plan and the financial history of AHEPPP. Budget revisions must be approved by 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 January 1 to December 31, but may be changed by resolution of the Board of Directors.

ARTICLE IX: AMENDMENTS

These by-laws 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 15 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 connections 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 and not exclusive of all other rights 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, June 5, 2018.

APPENDIX A

ELECTION OF BOARD MEMBERS

The Board of Directors solicits nominations from AHEPPP membership, presents a selected slate of nominees for AHEPPP membership vote, and tallies the vote fill positions on the Board. This appendix provides additional rules and guidelines for the Board of Directors regarding the election of directors as required by the By-Laws.

1. Nomination and Selection.

The President and President-Elect will coordinate the selection process, which involves: determining a timeline; creating announcements and the Call for Nominations; working with the Board to solicit general membership for nominees; collecting nominations; distributing the slate of nominees and all relevant materials to the Board for review; interviewing the nominees when necessary; finalizing the slate of candidates; presenting the slate of BOD candidates for the AHEPPP membership vote online; and preparing the results for the Board discussion during the December call.

2. Eligibility.

Any AHEPPP member in good standing is eligible for nomination to the Board of Directors. Any AHEPPP member may self-nominate or nominate another member. Nominees or nominators will complete nomination applications that provide the following information:

- a. Name
- b. Current job title
- c. Institution
- d. Years in current position
- e. Years in Parent/Family Programming
- f. Contact information
- g. Current résumé/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 recommendation from the nominee's supervisor or professional colleague.

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 and appointed by the current Board of Directors based on, but not limited to, the following criteria:

- Evidence of proven leadership, AHEPPP volunteer experience and a commitment to AHEPPP's mission, vision and programs;
- Is guided by AHEPPP's commitment to diversity and inclusion;
- Is governed by the AHEPPP Bylaws, which encourage balance across institutional type/size and geographic regions;
- Another board experience;
- Knowledge of parent and family programs and experience in higher education;
- Experience with large and complex organizations.

4. Nomination and Election Timeline.

August	Call for nominations
November	Solicit/encourage nominations from members during national conference; nominations open through the annual conference
After Conference	Distribute a slate of candidates for the membership vote
December 1	Deadline for voting
December	Voting results distributed to Board for review and discussed during the December call
End of December	President announces new BOD members and/or officers

President-Elect will notify all nominees of the results of the election immediately following the December Board call. The President will announce the results of the election via email to the Association membership in early January.

ELECTION OF OFFICERS

President will solicit nominees among the Board of Directors members for the vacant officer positions, collect the nominations, present them to the Board for a vote. The nominees address the Board and the Board then votes. The President announces the new officers at the same time as the new BOD members. The timeline will be same as the above Nomination and Election Timeline for the BOD nominees.

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
- Board meeting minutes
- The AHEPPP's most recent newsletter
- Schedule of Board meetings (and locations), annual meetings and any other events
- BOD contact information

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 Director of Membership & Operations 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; Sign checks, drafts, or other forms of payment of money authorized by the Treasurer and/or Board;
- 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:

- Work closely with President to support the direction of the Association;
- Direct the strategic planning implementation process; coordinate monthly reports and compile information to report to membership annually
- Meet monthly with the President, Treasurer and Director of Membership & Operations to report on priorities
- Oversee the nomination and selection process for new Board members as outlined in Appendix A of the Association Bylaws
- Work closely with the Director of Membership & Operations to coordinate orientation of new Board members including communication, calendar and position descriptions as well as recognition of the outgoing Board Members;

- In the absence of the President, perform the duties of the President at all Board and Association meetings;
- 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. 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;
- Chair the Partnerships Committee, 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 at the Conference
- Coordinate communication and needs to strategic partners in collaboration with the Director of Membership & Operations and Conference Committee
- Provide insight and perspective on the financial goals and strategic plan of the Association; Routinely review and revise Bylaws, present any necessary changes;
- Participate actively in monthly Board calls and in person meetings;
- Continue to advocate for the professional 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 annual budget for review at the November 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 Director of Membership & Operations and conference committee to determine annual conference budget;
- Ensure development and board review of all financial policies and procedures;

E. Board Member - Conference Liaison

The Conference Liaison will work closely with the conference committee and attend to all issues related to the annual conference. The duties of the Conference Liaison shall include, but are not limited to, the following:

- Serve as the primary contact for the Conference Chair and provide input from the Board of Directors;

- Conduct a site visit with the Conference Chair (expenses paid by AHEPPP);
- Participate in conference committee meetings to provide oversight and direction;
- In collaboration with the Conference Chair, Director of Membership & Operations and Treasurer, monitor and manage the conference budget;
- In collaboration with the Board of Directors determine the location of future AHEPPP conferences;
- Provide additional support to the conference committee as needed.

F. Board Member Committee Chairs

All Board Members not already serving in an Executive role will Chair or Co-Chair one of the Committees listed below in alignment with the Strategic Plan. The duties of the Committee Chairs or Co-Chairs shall include, but are not limited to the following:

- Set goals annually for the committee work; recruit committee members and coordinate communication with all committee members;
- Ensure that members have the resources and information to perform duties of the committee;
- Oversee all logistics of the committee's work and report monthly to entire Board;

Specific responsibilities per committee are briefly detailed below. Full committee objectives are outlined in the Strategic Plan.

1. Membership and Outreach - Enhance the member experience and expand association membership
 - Work with Director of Membership & Operations to collect annual member information, analyze data and develop comprehensive method to evaluate membership and services; make recommendations
 - Develop a comprehensive marketing and communication plan to include calendar for release of communications from the Association, utilization of social media, increase website content, and create an issues-based calendar for membership
 - Working with the Director of Membership & Operations, expand Association marketing, develop a membership recruitment plan, onboard new members, outline opportunities for graduate students
 - Create resources for new professionals and/or professionals new to parent/family programs
2. Education - Expand and improve programs and resources
 - Continue to enhance the annual conference with increased attendance, new professional development opportunities and tracks, provide expanded recognition and networking opportunities
 - Improve current and create educational opportunities through online resources through job posts, resources, webinars and chats

3. Research and Assessment - Continually improve the work of the Association and the profession through ongoing research and assessment

- Expand research and serve as a clearinghouse to make accessible to members
- Ensure sustainability of University of Minnesota's parent/family program survey; assess and report best practices; determine research and publication opportunities with other associations
- Determine feasibility of a journal or other method to communicate important information to members

4. Partnerships - Establish partnerships and relationships with other associations, organizations and institutions

- Identify associations that have a natural relationship with parent/family issues, pursue mutually beneficial partnerships that offer resources to members and educate professionals
- Establish AHEPPP as key experts in the field of parent and family engagement

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 will include the following positions:

Board of Directors Conference Liaison
AHEPPP Director of Membership & Operations
Conference Chair
Program Chair/Co-Chairs
Pre-Conference Chair/Co-Chairs
Awards Selection Chair
Hospitality Chair
Volunteers & Recognition Chair
Marketing & Social Media Chair
Strategic Partners Chair
Conference Assessment Chair
Conference City Representative

2. Term of service.

All committee positions, with the exception of the Board of Directors Conference Liaison, Director of Membership & Operations, and Conference Chair, serve a one-year term based on the calendar year (January – December). The Conference Chair will serve a 15-month term, beginning in November of the current year and ending in January of the year following the chair's conference.

3. Selection.

The Conference Liaison will coordinate the selection process, which involves: determining a 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 national conference. Institutional support includes travel costs, airfare, hotel, ground transportation, meals and lodging.

1. 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.

5. Committee Positions and Descriptions.

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 the Board of Directors Chair and Conference Chair
- Participate in conference committee meetings
- In collaboration with the AHEPPP Director of Membership & Operations and the Conference Chair, monitor and manage the conference budget
- In collaboration with the Board of Directors determine the location of future AHEPPP conferences
- Provide additional support to the conference committee as needed.

AHEPPP Director of Membership & Operations

AHEPPP Staff - 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
- Monitor and manage the budget
- Support the Conference Chair and other committee members as needed.

Conference Chair

Reports to Board of Directors Conference Liaison

- Observe and participate in the current year's national 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 AHEPPP President and Conference Liaison (expenses paid by AHEPPP)

- In collaboration with Conference Liaison, 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
- In collaboration with the Liaison and the Director of Membership & Operations, prepare regular reports for the Board of Directors to include financial, administrative, and logistical updates/information
- 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 national 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 AHEPPP Director of Membership & Operations on the coordination and development of educational session evaluation
- Work with the Volunteers & Recognition Chair to thank all presenters.

Pre-Conference 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.

Awards Selection Chair

- Review previous conference evaluation results and Conference Committee Final Report
- Review deadlines and nomination process for Call for Awards

- Design, promote and coordinate the Call for Awards process and update award nomination forms
- Oversee the Awards Selection Committee volunteers, and manage the award submission and review process
- Order awards and coordinate the awards dinner at the conference
- Present awards to all recipients.

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 #SAFit activities (Zumba, yoga, group run, etc.)

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 speaker, guest speakers, and presenters.
- Coordinate/organize Swag Swap including signage at conference.

Marketing/ Social Media Chair

- Review previous conference evaluation results and Conference Committee Final Report
- In collaboration with the AHEPPP Director of Membership & Operations 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 (Facebook and Twitter).

Conference Assessment Chair

- Review previous conference evaluation results and Conference Committee Final Report
- In collaboration with the Conference Chair, Conference Liaison and Director of Membership & Operations, update Conference Evaluation
- Gather data from survey after conference and compile a report
- Assist other conference team members where needed prior/during conference

Conference City Representative

- Review previous conference evaluation results and Conference Committee Final Report
- Assist Conference Chair, Conference Liaison, and AHEPP Director of Membership & Operations 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

6. Timeline

The Conference Committee Chair will be selected first:

Early October	Call for Conference Chair Applications
Late October	Application deadline (Allow four weeks from Call for Applications)
Early November	Distribute applicant info to Board Board vote via email (per Article VI, Section 6.03)
November	Conference Chair announced during annual conference

Remaining conference committee positions:

November	Promote opportunity during annual conference
Mid-November	Call for Applications
Early December	Call for Applications reminder
Mid-December	Deadline for applications
January	Conference Committee selected by Board of Directors and Conference Chair

APPENDIX D

AHEPPP REGIONS

1. Regional Delineation - Six AHEPPP Regions will allow our members to more closely connect and support one another as AHEPPP continues to grow. Regions are designated as:

Region 1: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, and Vermont, Quebec

Region 2: Delaware, DC, Maryland, Pennsylvania, Virginia

Region 3: Florida, Georgia, North Carolina, South Carolina, Tennessee, West Virginia

Region 4: Alabama, Arkansas, Kentucky, Mississippi, Louisiana, Oklahoma, Texas

Region 5: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, Ontario

Region 6: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming, British Columbia

Regions may be modified by a majority vote of the AHEPPP Board of Directors.

2. Regional Chair Job Description- Regional Chairs Report to a Board of Director Designee. The term length is two-years. Regional Chairs will serve as a resource “point person,” which includes but is not limited to:

Serve as Regional Chair:

- Assist with communication, networking, professional development, and regional conference/event planning to members in your region
- Regularly communicate with regional members to discuss concerns, needs, and activities related to region, association, and field.
- Work to increase the number of AHEPPP member intuitions within your region.
- Recruit regional members to share their work in AHEPPP Insights, Social Media Takeovers, Webinars etc
- Recruit and actively assist regional event hosts. Select conference hosts with AHEPPP timeline and needs of the region in mind.
- Provide support and guidance for regional conference hosts

Collaborating with other Regional Chairs:

- Prepare for, attend, and participate in all committee meetings, including meetings at or before AHEPPP Annual Conference, periodic conference calls, etc.
- Work together with other Regional Chairs to discuss issues and complete initiatives and tasks that impact all AHEPPP regions.

- Coordinate and/or be present for certain activities at the annual and regional conferences including, but not limited to regional meetings and receptions, and presenting the AHEPPP Business Meeting during annual conference
- Keep AHEPPP Board of Directors apprised of any issues or concerns related to constituents within region.
- Provide formal and informal reporting back to AHEPPP Board of Directors (i.e. regional conference final reports).