

AHEPPP Board of Director Position Descriptions

I. Officers

The monthly time commitment to fulfill the AHEPPP Officer role is approximately 20 hours.

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 Coordinator 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 Coordinator 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 Coordinator 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 Coordinator 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;
- Meet monthly with the President, President- Elect, Treasurer and Coordinator to report on priorities
- 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:

- 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 Coordinator and conference committee to determine annual conference budget;
- Ensure development and board review of all financial policies and procedures;
- Prepare and submit annual budget for review at the November Board Meeting.

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, Coordinator 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 monthly time commitment to fulfill the role is approximately 10-15 hours. 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 Coordinator 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 Coordinator, 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 additional educational opportunities through online resources including 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