



## **PRESIDENT**

### **Based on the NEAIR Constitution:**

The term of service for President is three years with one year as President-Elect, one as President, and one as Immediate Past President.

### **Year 1: President-Elect**

The President-Elect appoints incoming Steering Committee members to a Standing Committee. The President-Elect (or designee) chairs the Site Selection Committee, which is responsible for identifying the next conference site if a site has not already been established.\* In addition, the President-Elect (or designee) chairs the Professional Development Services (PDS) Committee, which is responsible for virtual and in-person workshops throughout the year. The President-Elect will also have duties designated by the President.

\*Sites have been established for 2022 (Portland, ME), 2023 (50th anniversary year in Baltimore, MD), and 2025 (Baltimore, MD).

### **Year 2: President**

The President chairs the Steering Committee and presides at the Annual Business Meeting of the Association. The President represents the Association in relations with other professional and educational organizations, foundations, and government agencies except where otherwise noted. The President is responsible, on behalf of the Association, for Steering Committee site selections, Annual Conference site contracts, and, on occasion, business transactions. The President, with the approval of the Steering Committee, can establish *Ad Hoc* Committees as necessary to carry out special activities of the Association. The President appoints Chairs of *Ad Hoc* Committees.

### **Year 3: Immediate Past President**

The Immediate Past President chairs the Nominating Committee, which consists of the Immediate Past President and six persons elected by the membership of the Association. This committee conducts the election of officers, members at large of the Steering Committee, and members of the next Nominating Committee of the Association using election procedures outlined in the Constitution.

## **Roles & Responsibilities:**

### **As President-Elect**

- Learn about NEAIR and presidential responsibilities by participating in regularly scheduled calls or virtual meetings with the current and immediate past presidents.
- Participate in Association decision-making through the Steering Committee and service on Ad Hoc Committees as needed.
- Observe the details of conference planning by participating in key conference planning meetings and the conference crossover meeting.

- Appoint people for key conference leadership positions for their conference such as Program Chair (PC) and Local Arrangements Chair (LAC). PC and LAC also serve on the Steering Committee as voting members for the President-Elect's term as President.
- Chair the Conference Site Selection Committee. Work closely with the Administrative Coordinator (Meeting Planner) to:
  - appoint committee members, if needed
  - assess and recommend potential conference locations to the Steering Committee
  - review and revise site selection proposals and contracts
  - negotiate and sign the final contract with the site.
- Chair the Professional Development Services (PDS) Committee. Work with their incoming Program Chair to:
  - appoint additional committee members, if needed
  - assess, develop, and implement appropriate professional development opportunities for the membership

### **As President**

- Guide NEAIR and its focus for the year using the established strategic plan and any pertinent external factors that have an impact on the Association.
- Adhere to the NEAIR Constitution and NEAIR's Policies and Procedures.
- Conduct an annual review of the Association's activities with assistance from Standing Committee chairs and the Secretary; prepare the Annual Business Meeting report with the Administrative Coordinator/Meeting Planner.
- Oversee financial transactions in coordination with the Treasurer and serve as a member of the ad hoc Investment Committee.
- Maintain the governance calendar.
- Set agenda and preside over the Steering Committee meetings.
- Ensure that decisions made by the Steering Committee are successfully implemented.
- Check in with Standing and Ad Hoc committee chairs to ensure work is continuing between Steering Committee meetings.
- Oversee the conference planning and execution:
  - ensure adherence to the overall vision
  - ensure important milestones on the timeline are achieved
  - select conference chairs and coordinators
  - ensure adherence to the budget
  - oversee compilation of the program
  - oversee local arrangements
  - be the arbitrator for any final decisions that need to be made if team(s) is/are unable to reach consensus.
- Represent NEAIR in relations with other professional and educational organizations at local, regional or national levels.
- Convene the NEAIR affiliate meeting at the annual AIR Forum or appoint a designee to do so.
- Coordinate call for the Distinguished Service Awards and prepare associated materials for review and vote by Steering Committee members.
- Monitor the NEAIR listserv activity.
- Convene Executive Committee meetings on an as needed basis.

### **As Immediate Past President**

- Participate in Association decision-making through the Steering Committee and service on Ad Hoc Committees as needed.
- Chair the Nominating Committee responsible for developing a slate of nominees, selecting candidates, and overseeing the election process.
- Coordinate call for the Emeritus Membership Awards; prepare associated materials for review and vote by Steering Committee members.
- Other tasks as assigned by the President.

### **Skills & Qualities Important for the Role:**

- Must be a NEAIR member in good standing for at least one (1) year by the time of the start of the elected term.
- Prior service to NEAIR in several roles such as Steering Committee member or NEAIR officer.
- Ability to multitask and prioritize (NEAIR and regular job-related).
- Ability to dedicate time on a routine basis to attend to NEAIR business and work with the Administrative Coordinator, Treasurer, Secretary, Steering Committee, and Conference Planners.
- Ability to prepare for and conduct an orderly and productive business meeting (prepare the agenda, use the basic tenets of Robert's Rules of Order, facilitate discussion, and make decisions when appropriate).
- Ability to motivate, encourage, and organize volunteers and tasks in a virtual organization.
- Adept at delegating tasks and responsibilities and holding people accountable.
- Strong oral and written communication skills.
- Ability to get buy-in, manage sometimes conflicting opinions and viewpoints, and build consensus.
- Detail-oriented and good organizational skills.
- Passionate about the success of NEAIR as an organization and its members.
- Display emotional intelligence.
- Demonstrate flexibility and the skill to find alternative pathways to accomplish something when traditional ways or timelines will not work.
- Generally function as a cheerleader, facilitator and taskmaster to ensure that the organization runs smoothly and the annual conference is a success.

### **Typical Time Commitment:**

- Regular virtual monthly meetings with President-Elect, President, and Immediate Past President (1 hour).
- During the term as President-Elect, time commitment includes site selection visits (possibly 3–4 days at potential sites) and attendance at Professional Development virtual or in-person workshop(s) as facilitator or assigned designee.
- As President, regular phone meetings with NEAIR's Administrative Coordinator to address NEAIR business and timelines for activities (typically every other week for 1 hour).
- Attendance at virtual and in-person Steering Committee meetings (most meetings are virtual, there are several throughout the year, and last anywhere from 1–6 hours in length).
- Expenses for travel (transportation, hotel, meals) to any in-person meetings are reimbursed by NEAIR when appropriate documentation is provided. Most people arrive the night before the meeting and leave immediately after the meeting ends the next day.
- Prior to each Steering Committee meeting, review designated materials such as committee reports, minutes from the previous meeting, treasurer's report, proposals for consideration, etc. (1–2 hours).
- Committee work requires virtual meetings, email discussions, and possibly phone calls.
- During the term as President, participate in bi-weekly to start with, then weekly conference planning virtual meetings as the annual conference approaches.

- As President-Elect and Immediate Past President, attend virtual conference crossover meeting(s), typically in late January/early February, where incoming and out-going conference planners share their knowledge (3–4 hours).

## **Past Presidents Say...**

### **Best Parts:**

- “Meeting new people and working closely with people I would not have worked with otherwise. I absolutely treasure the friendships I made during my time as President and I miss the opportunity to spend time working toward a common goal with a variety of people outside my institution.”
- “Learning new skills and discovering new aspects of myself — I never knew I could learn so much about hotel contracts and the intricacies of negotiation that a conference demands. I also never ever thought I’d be as decisive as the NEAIR presidency demanded at times (e.g., making the final judgment call on a zillion minor decisions that add up to the \$100,000 budget that is NEAIR — the SC provides the basic framework and the treasurer is a great resource, but ultimately the president decides whether to purchase the green folders for \$1.50 per folder or the white ones for \$1.25, the hot or cold breakfast, that kind of thing).”
- “Not only do you get to meet and work with a broad cross-section of people in your field but the networking is invaluable for you and your institution. I now have many colleagues that I feel that I can contact about institutional research questions/concerns.”
- “Also you also learn from those with whom you work. All the talents and skills that you brought to the position are greatly enhanced during your leadership period. From your involvement with the conference, you learn an extensive amount about event planning.”
- “Being presented with a challenging problem and working with a team to solve it!”

### **Challenges:**

- “Balance — Of the three-year term, the year as President is the most time-consuming. It is a challenge to balance your full-time work at your institution, your personal time with family, and the work that needs to be done in a timely way for NEAIR. Also working with many volunteers who also have the aforementioned balancing act is very interesting and at times requires compassion, flexibility and calmness. Balance is needed in the other years as well.”
- “Perspective — Often issues will be presented and it can feel like it is a HUGE issue when, in reality, it’s not the end of the world (it just feels like it). This is particularly important in terms of dealing with the variety of personalities and priorities that comes with the job and it’s important to remember that the world will not come to an end (and neither will NEAIR) if the issue doesn’t get resolved immediately.”
- “Remaining positive — Often the NEAIR president hears the worst perspective on things, rather than hearing what is going right. This can be frustrating and requires perspective (see prior bullet).”
- “Accepting that running the organization is truly a Team effort—what you as an individual really want to do or think is best is not always what happens in the end.”

### **Current and Past Governance Lists:**

[Current Steering Committee](#)

[Past Governance Teams](#)

### Revision History:

J. Dunseath 3/8/2021

S.T. Lichtinger 2/17/2020

A. Bartlett 1/27/2019

A. M. Senior 3/2018  
Original: M. Gray 5/2008