



# **PRESIDENT**

The NEAIR President serves a three-year term, overseeing the organization's strategy, finances, and conference planning while representing NEAIR externally. Responsibilities include chairing meetings, supervising contractors, and dedicating weekly hours to fulfill duties.

## **Based on the NEAIR By-Laws:**

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

This structure is intentionally designed so that in the first year, you will be mentored by the President in your President-Elect year and then you become the mentor in the Immediate Past President role.

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

- Must be a NEAIR member in good standing for at least two (2) years and be a current NEAIR member by the start of the nominated term.
- Prior leadership 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 NEAIR business and work with the Managing Director, Treasurer, Secretary, and Steering Committee.

- 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.

## 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.”
- “The opportunity to constantly think about our IR profession and ways that our organization can meet the needs of members.”
- “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 come 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).”
- “Trying to do too much in your President year—focus on 1-2 overarching goals or priorities and go for it!”

## **Roles & Responsibilities:**

### **President-Elect (Year 1)**

#### **Quick Overview of Responsibilities (3-4 hours a week):**

- Learn about NEAIR and presidential responsibilities by participating in regularly scheduled calls or virtual meetings with the current and immediate past presidents.
- Adhere to the NEAIR By-Laws and NEAIR’s Policies and Procedures.
- Participate in Association decision-making through the Steering Committee and service on Ad Hoc Committees as needed.
- Observe conference planning details 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 NEAIR Managing Director to:
  - appoint committee members, if needed,
  - assess and recommend potential conference locations to the Steering Committee,
  - review and revise site selection proposals and contracts, and
  - 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; and
  - assess, develop, and implement appropriate professional development opportunities for the membership.
- Member of the Investment Committee
  - help provide oversight of NEAIR’s endowment.
- Member of the Steering Committee
  - provide updates on the Site Selection Committee and Professional Development Services Committee, and
  - collaborate with other Committees to fulfill the organization’s strategic goals.

#### **Detailed Overview**

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.\* Additionally, the President-Elect (or designee)

chairs the Professional Development Services (PDS) Committee, which is responsible for virtual and in-person workshops throughout the year. During Year 1, the President-Elect begins building their conference team by first recruiting their program chair, associate program chair, local arrangement chair, associate local arrangement chair and then creating a theme and logo for their conference by August. The program chair and the local arrangement chair will serve on the Steering Committee during the President-Elect's presidency year. The President-Elect also serves as a member of the Investment Committee, a committee that provides oversight of NEAIR's endowment. At the Annual Conference, the President-Elect is responsible for taking the meeting minutes during the Presidents' meeting (LEAP), if one is held.

The President-Elect will also have duties designated by the President.

To help with the transition for Year 2, the President-Elect will be asked to attend bi-weekly Leadership Team meetings (which consists of the President, President-Elect, Immediate Past President, Secretary, and Treasurer). There will also be opportunities for the President-Elect to attend the weekly meetings between the President and the Managing Director. On average, during the President-Elect year, this person will spend 3-4 hours a week working in this role.

\*Site has been established for 2026 (Albany, NY).

On average, during the President-Elect year, this person will spend 3-4 hours a week working in this role.

- Officers Leadership Meeting (bi-weekly 1-hr)
- Attendance at virtual and in-person Steering Committee meetings (most meetings are virtual, there are several throughout the year, and last anywhere from 1–3 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. NOTE: Steering Committee meetings have been 100% virtual since 2020, but this may change in the future depending on the President's plans.
  - 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).
- Site Selection - if needed, 3-4 on-site visits
- Professional Development Series Committee work via virtual meetings, and facilitating some professional development sessions (100% virtual since 2020) (4 hrs a month)
- Conference Planning: ~1-3 hrs per month (you will have help from the NEAIR Conference Event Planner)
- Other: attending other committee meetings (investment, finance) as needed: 1 hr per month
- 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 teams share their knowledge (3–4 hours).

# President (Year 2)

## Quick Overview of Responsibilities (5-8 hours a week):

- 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 By-Laws and NEAIR's Policies and Procedures.
- Supervise the NEAIR contractor, the Managing Director.
- 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 Managing Director.
- Oversee financial transactions in coordination with the Treasurer and serve as a member of the ad hoc Investment Committee.
- 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 continues 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 the compilation of the program
  - oversee local arrangements
  - be the arbitrator for any final decisions that need to be made if the 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.
- Monitor the NEAIR listserv activity.
- Convene Executive Committee meetings on an as needed basis.

## Detailed Overview

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 (NOTE: 100% virtual since 2020, but subject to change in the future), Annual Conference site contracts, and, on occasion, business transactions (e.g., approving expenses). The President, with the approval of the Steering Committee, can establish *Ad Hoc* Committees as necessary to carry out special activities of the Association. During the second year, the President will spend the majority of their term overseeing the planning and execution of the Annual Conference. The President appoints Chairs of *Ad Hoc* Committees.

On average, during the President year, this person will spend 5-8 hours a week working in this role:

- Officers Leadership Meeting (bi-weekly 1-hr)

- As President, virtual meetings with NEAIR’s Managing Director to address NEAIR business and timelines for activities (typically every 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 1–3 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).
- Site Selection - if needed, 3-4 on-site visits
- During the term as President, participate in bi-weekly to start with, then weekly conference planning virtual meetings as the annual conference approaches.
- Other: attending other committee meetings (investment, finance) as needed: 1 hr per month

## **Immediate Past President (Year 3)**

### **Quick Overview of Responsibilities (2-3 hours a week):**

- Participate in Association decision-making through the Steering Committee and service on Ad Hoc Committees as needed.
- Adhere to the NEAIR By-Laws and NEAIR’s Policies and Procedures.
- Chair the Nominating Committee responsible for developing a slate of nominees, selecting candidates, and overseeing the election process. This committee is also responsible for facilitating the call for the Distinguished Service Award and selection process.
- Provide expertise and experience to the President and President-Elect.
- Attend the Officers’ meeting.
- Other tasks as assigned by the President.

### **Detailed Overview**

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 By-Laws.

To help with institutional memory, the Immediate Past President will serve on the Leadership Committee, which meets on a bi-weekly basis. The Leadership Team consists of the President, President-Elect, Immediate Past-President, Secretary, and Treasurer.

On average, during the Immediate Past President year, this person will spend 2-3 hours a week working in this role:

- Officers Leadership Meeting (bi-weekly 1-hr)

- Steering Committee (virtual quarterly meetings ~3 hrs long + prep/review materials (0.5 - 1 hr per meeting))
- Nominating Committee (bi-weekly 1-hr meetings and then 2-3 hours a month for committee work)
- Attendance at virtual and in-person Steering Committee meetings (most meetings are virtual, there are several throughout the year, and last anywhere from 1–3 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).
- 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).
- Other: attending other committee meetings (investment, finance) as needed: 1 hr per month

## Current and Past Governance Lists:

[Current Steering Committee](#)

[Past Governance Teams](#)

## Last updated:

4/14/2024