



## **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**

During Year 1, the President-Elect shall appoint incoming Steering Committee members to a Standing Committee. The President-elect (or designee) shall chair the Site Selection Committee--- which is responsible for identifying the next conference site. In addition, the President-elect (or designee) shall chair the Professional Development Services (PDS) Committee which is responsible the Summer PDS Workshops, pre-conference workshops at the Annual Conference, and other professional development activities for the year in which they serve as President-Elect. The President-Elect will also have such duties as the President shall designate.

### **Year 2: President**

The President shall chair the Steering Committee and preside at the Annual Business Meeting of the Association. The President shall represent the Association in relations with other professional and educational organizations, foundations, and government agencies except where otherwise noted. The President shall be 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, shall establish *Ad Hoc* Committees as necessary to carry on special activities of the Association. The President will appoint Chairs of *Ad Hoc* Committees.

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

In the third year, the Immediate Past President serves as Chair of the Nominating Committee. The Nominating Committee shall consist of the Immediate Past President as Chair and six persons elected by the membership of the Association. This committee is responsible for conducting the election of officers, members at large of the Steering Committee and members of the next Nominating Committee of the Association in accordance with the election procedures set forth in the constitution.

## **Roles & Responsibilities:**

### **As President-Elect**

- Learn about NEAIR and the responsibilities of the Presidency by participating regularly scheduled calls with the current president and immediate past president.
- Participate in the decision making of the Association through the Steering Committee and serve on Ad Hoc Committees, as needed.
- Observe the conference planning “up close” through participation in the conference crossover meeting.
- Appoint people for key conference leadership positions for the next year (e.g., Program Chair and Local Arrangements Chair). These positions also serve on the Steering Committee as voting members for one year when the President-Elect becomes President.

- Chair the Conference Site Selection Committee; responsibilities include working closely with the Administrative Coordinator (Meeting Planner), appointing committee members, assessing and recommending potential conference locations to the Steering Committee, reviewing and revising site selection proposals and contracts, and negotiating and signing the final contract in coordination with the Administrative Coordinator.
- Chair the Professional Development Services (PDS) Committee. Responsibilities include working with the incoming program chair in appointing additional committee members; assessing, developing and implementing appropriate professional development opportunities for the membership; locating a PDS site; and work with the incoming program chair in coordinating the pre-conference workshops for the upcoming conference

### **As President**

- Guide NEAIR and its focus for the year using the established strategic plan.
- Adhere to the NEAIR constitution and NEAIR's Policies and Procedures; conduct an annual review with assistance from standing committee chairs and Secretary.
- Oversee financial transactions in coordination with the Treasurer as well as membership on the ad hoc Investment Committee.
- Maintain the governance calendar.
- Set the agenda and preside over the Steering Committee meetings; ensure that decisions made by the Steering Committee are 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 including the overall vision, the timeline (ensure important milestones are achieved), selection of conference chairs and coordinators, the budget, the program, and the local arrangements. Be the final arbitrator of decisions (serve the role of "the buck stops here," particularly when people outside the conference team have questions or concerns).
- Represent NEAIR, in relations with other professional and educational organizations, (etc. local, regional and national); organize the NEAIR affiliate meeting at the AIR Forum and/or appoint a designee.
- Coordinate call for the Distinguished Service Awards and prepare the application package so that SC members can vote on the recommended nominees.
- Monitor the NEAIR listserv activity in collaboration with Membership Chair.
- Convene annual Executive committee meeting, per incorporation, usually held after the summer steering committee meeting.

### **As Immediate Past President**

- Participate in the decision making of the organization through the Steering Committee and serve on Ad Hoc Committees, as needed.
- Chair the Nominating Committee; responsibilities include cultivating candidates, selecting nominees, and overseeing the election process.
- Participate in the NEAIR Leadership Travel Grant selection process along with Grants Chair.
- Coordinate the call for Emeritus Membership and prepare a list of candidates in preparation for a Steering Committee vote.
- Other tasks as assigned by the President; past responsibilities have included the following: Chairing the Ad Hoc Governance Committee; researching speaker/workshop presenter honorariums of other organizations; helping coordinate the work of the Strategic Planning process, timeline and documents.

### **Skills & Qualities Important for the Role** (\* indicates most important):

- Must be a NEAIR member in good standing for at least one (1) year by the time of the start of the nominated term.
- Prior service to NEAIR in several roles such as Steering Committee member or NEAIR officer\*
- Ability to multitask and juggle priorities (NEAIR and work ones).\*
- Able to dedicate time on a routine basis to attend to the routine business of NEAIR and work with the Administrative Coordinator, Treasurer, Secretary, Steering Committee and Conference Planners\*.
- One who can 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 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 for these\*.
- Strong communication skills\*.
- General political skills, that is, understanding how to get buy-in and consensus, how to manage a variety of opinions and viewpoints \*
- Detail-oriented and a good organizer\*.
- Need compassion and an understanding nature in order to deal with your NEAIR colleagues who volunteer their time and talents and have other priorities in their life.
- Flexibility and the skill to find alternative ways to do things when the traditional way or timeline will not work.
- Some knowledge of “cat herding” can come in handy (how to get individuals to move as a group even when they are independent and spirited)
- A cheerleader, facilitator and a taskmaster to ensure that the conference planners has what they need to do their job and they get it done.

### **Time Commitment:**

- Regular conference call with the President-Elect, the President, and the Immediate Past President are scheduled as needed but typically are monthly and last one hour
- During term as President-Elect, time commitment includes site selection visits and attendance at Professional Development workshop(s).
- As President, regular phone meetings with NEAIR's Administrative Coordinator to address NEAIR business and timelines for activities. These may occur weekly or every other week.
- There are three in-person Steering Committee meetings (5-6 hours in length) and two Steering Committee meetings held via conference call (usually 1.5 hours in length). Meetings are scheduled quarterly with flexibility for which ones will be in-person versus virtual. There is usually one in late January/early February, April/May, June/July, and September. There will always be a face-to-face meeting in November that coincides with the annual conference. Meetings are scheduled at the beginning of each year to accommodate busy schedules.
- The President selects meeting locations (with the Administrative Coordinator) in places that are the most economical for NEAIR and are closest for the majority of those who attend. Expenses for travel to meetings and accommodations are reimbursed by NEAIR when appropriate documentation is provided. Most arrive the night before and leave immediately after the meeting the next day
- Prior to each Steering Committee meeting, you receive a packet of material to review, which contains committee reports, minutes of the previous meeting, treasurer's report, proposals for consideration, etc. This may take a couple of hours to review.
- Committee work requires some time but mostly through conference calls and email discussions
- During your term as President, you may have two additional one-day conference planning meetings typically on site at the conference hotel. Also several months prior to the conference, you need to allocate

time for conference calls (weekly during September and October) and time for daily email correspondence, reviewing drafts of conference program, approving invoices, etc.

- As President-Elect and Immediate Past President you attend a one day conference crossover meeting in late January/early February where incoming and out-going conference planners share their knowledge.

### **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.”

#### **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 time 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).”

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

[Current Steering Committee](#)

[Past Governance Teams](#)

Revision History:

S.T. Lichtinger 2/17/2020

A. Bartlett 1/27/2019

A. M. Senior 3/2018

Original: M. Gray 5/2008