



## President Information about the Position

### The NEAIR Constitutions says...

[The Presidential term is three years with one year as President-Elect, one as President and one as Immediate Past President.]

The President-Elect will have such duties as the President shall designate. During his/her term, the President-Elect shall, except for the Nominating Committee, appoint the chairs of all Standing Committees to serve for the period during which the President-Elect serves as President. The President-elect (or his/her designee) shall chair the Site Selection Committee and is responsible for pre-conference workshops and other professional development activities for the year in which they serve as President-Elect.

The President shall chair the Steering Committee and preside at the 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 business meeting and Annual Conference site contracts.

The President, with the approval of the Steering Committee, shall establish Special Committees as necessary to carry on activities of the Association. The President shall appoint Chairs of these Special Committees from among the Steering Committee Members-at-Large.

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.

The Nominating Committee shall consist of the immediate Past President as Chair and six persons elected by the membership of the Association and shall be 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 this constitution.

### Past Presidents say...

#### Roles & responsibilities:

##### As President-Elect

- Learning about NEAIR and the responsibilities of the Presidency
- Participating in the decision making of the organization through the Steering Committee
- Observing the conference planning "up close"
- Appointing people for key conference leadership positions for the next year
- Chairing conference Site Selection Committee; responsibilities include appointing committee members and assessing and recommending potential conference locations to the Steering Committee
- Chairing the Professional Development Committee; responsibilities include appointing committee members, and assessing, developing and implementing appropriate professional development opportunities for the membership

### **As President**

- Guiding NEAIR and its focus for the year; setting the priorities and goals; adhering to the NEAIR constitution and NEAIR's Policies and Procedures
- Presiding over the Steering Committee meetings and ensuring that decisions made by them are implemented.
- Checking in with committee chairs to ensure work is continuing between Steering Committee meetings
- Serve as the "chair" of the conference: 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, the local arrangements, and the final arbiter of decisions (serve the role of "the buck stops here," particularly when people outside the conference team have questions or concerns)

### **As Immediate Past President**

- Participating in the decision making of the organization through the Steering Committee
- Chairing the Nominating Committee; responsibilities include cultivating candidates, selecting nominees, and overseeing the election process
- 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):

- 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\*
- 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\*
- Prior serve to NEAIR in several roles such as Steering Committee member or NEAIR officer
- Good organizer
- Detail oriented person
- Ability to multitask and juggle priorities (NEAIR and work ones)
- 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)
- General political skills, that is, understanding how to get buy-in and consensus, how to manage a variety of opinions and viewpoints
- 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)
- 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:**

- Typically during the Presidential year, you have a weekly phone meeting with NEAIR's Administrative Coordinator to address NEAIR business and timelines for activities
- There are three Steering Committee meetings (5-6 hours in length) each involving travel with one in November at the annual conference, one in March and one in July

### **Time commitment continued:**

- The President selects meeting locations in places that are the most economical for NEAIR and are closest for the majority of those who attend. Past locations have included Hartford, CT; Albany, NY; and Baltimore, MD. Expenses for travel 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
- As President-Elect and Immediate Past President you attend a one day meeting in late January where in coming and out going conference planners share their knowledge.

### **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."
- "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 its 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)"

### **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."

### **Past Presidents:**

- See current and past governance lists at <https://neair.site-ym.com/?page=pastgov>