



Board Position Description:
PRESIDENT-ELECT

Responsibilities:

BOARD MANAGEMENT AND SUPPORT

- MONTHLY:
 - Observe and assist the ACSN President with business operations in monthly ACSN Board and Executive Committee meetings
 - Stand in for the President in monthly meetings and other activities when necessary
 - In collaboration with the President, develop processes for ongoing communication and education in preparation for the Presidential transition
 - Build relationships with Committee chairs and fellow Board members and with CAM (Association Management Company) staff
 - Support a productive, professional, and inclusive workspace and culture for Board members and CAM staff
 - Enable ACSN to pursue and achieve its goals by supporting execution of annual goals and strategic plan
 - Lead ACSN initiatives as needed and requested by the President
- SUMMER/CONFERENCE:
 - Ensure smooth transition from President to President-Elect
 - Participant in annual in-person Board meeting at annual Conference

CO-CHAIR, ANNUAL CONFERENCE

- MONTHLY:
 - In collaboration with the Conference Chair, support the effective execution of the ACSN Annual Conference, including:
 - Support the effective leadership of Committee meetings
 - Serve on ACSN Board and provide regular updates on Conference Committee progress as needed
 - Support Conference Chair in oversight of subcommittees and timely execution of tasks, including website and logo development, conference agenda creation, managing and executing contracts, and managing the budget

Position Term

1 year

Meetings

The VP Finance attends monthly ACSN board meetings & Executive Committee meetings

Revised September 2026

If you enjoy using the following skills, this role may be for you:

- Organizational thinking
- Board meeting facilitation
- Communication (verbal and written)
- Motivating, empowering and supporting others
- Mentorship
- Big picture thinker
- Decision making and critical thinking

ACSN Mission

The Alumni Career Services Network (ACSN) supports and enhances the development of alumni career services practitioners by providing meaningful opportunities for professional growth and networking while demonstrating the value of alumni career services to key stakeholders.

ACSN Vision

ACSN will become the premiere global thought leader in our field by promoting best practices and the value proposition of alumni career services. ACSN will cultivate strong relationships with corporate partners, colleges and universities and other key influencers to advance our profession and the delivery of services to alumni.