



Board Position Description:
PRESIDENT

Responsibilities:

BOARD MANAGEMENT

- MONTHLY:
 - Convene the ACSNI Board for monthly meetings to review goals, set direction, and ensure timely and responsible execution of tasks
 - Convene the ACSNI Executive Committee for regular meetings to develop strategic direction, identify cross-committee challenges and opportunities, and carrying out its governance functions
 - Ensure the Board's directives, policies, and resolutions are implemented, utilizing formal meetings, attending committees as needed, convening working groups or formal task groups, and connecting relevant Board members to fulfill the Board's work
 - Liaise with CAM (Association Management Company) to define and implement contracted support and consultation
 - Assure ongoing recruitment, development, and contribution of Board members and fill open positions as needed
 - Lead committees on an adhoc basis
 - Serve as an ambassador of the organization and advocate for its mission to internal and external stakeholders
- SUMMER/CONFERENCE:
 - Confirm with board members who will be providing updates of tasks
 - Draft written year-end Annual Report
 - Schedule and lead annual in-person Board meeting at annual Conference
 - Ensure effective transition to the President-Elect

BOARD ONBOARDING

- FALL/ONGOING:
 - Meet with each incoming Committee Chair and Executive Committee member at the start of the Board year, to review position descriptions, goals, communication strategies, and support needs
 - Meet as needed with each Committee Chair and Executive Committee member throughout the year

SUPPORT EXECUTION OF THE STRATEGIC PLAN

- MONTHLY:
 - Develop and execute on annual goals and strategic plan
 - Regularly communicate with VP, Organizational Development, and meet as-needed to discuss annual goals and strategic plan
 - Identify top annual priorities and oversee

FISCAL MANAGEMENT

- MONTHLY:
 - Meet with VP, Finance, and CAM to set and manage annual budget
 - Ensure effective management of ACSN resources, including seeking opportunities to build revenue and mitigate costs

Position Term

1 year

Meetings

The President attends monthly ACSN board meetings & Executive Committee meetings

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

- Strategic mind to carry out the vision, mission, goals and objectives
- Communication (verbal and written)
- Inspiration and empowering others
- Mentorship
- Goal setting
- Delegation
- Decision making and critical thinking

Transition to Past President

Immediately upon conclusion of the Presidential term, the role of President shall transition to that of Past President, a non-voting role on the ACSN Board and ACSN Executive Committee. The roles of President and Past President shall be distinct and separate positions, occupied by two separate individuals at all times, except for when the Past President must step in to fill the role of President due to a vacancy.

Responsibilities:

PRESIDENTIAL SUPPORT

- MONTHLY:
 - Attend monthly ACSN Board and ACSN Executive Committee meetings
 - Act as trusted advisor and mentor to the ACSN President, sharing historical knowledge and past experiences with the current President and President-Elect, ensuring transparency at all times
 - Participating in and/or leading special projects or strategic initiatives as needed
 - Should the position of President become vacant, then the Past President will step in as President and complete the remainder of the President's term

- SUMMER/CONFERENCE:
 - Ensure timely and effective transition from President to Past President roles
 - Attend and participate in annual in-person Board meeting at annual Conference

Position Term

1 year

Meetings

The Past President attends monthly ACSN board meetings & Executive Committee meetings

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.