

7/15/2016

ASEE Board of Directors Position Duties and Responsibilities

Background

In October 2004 at the Executive Committee Meeting of the Board of Directors, President Sherra Kerns, charged Patricia Fox and Renata Engel to assemble a report that summarizes the responsibilities of the various positions on the Board of Directors. The report is intended to be a guide to the elected officers in carrying out their duties. Responsibilities already detailed in other ASEE documents (e.g., Constitution, Bylaws, and Operating Manuals) have been incorporated as needed, but the bulk of the documentation is the result of the current, or recent, Board of Director members holding those positions. The position duties and responsibilities were reviewed and updated June 2009.

Report Overview

1. Guiding Documents

The Board of Directors is comprised of the positions shown in Table 1. Each member will find the foundation documents, e.g., Constitution, Bylaws, etc. of value in understanding the organization and operation and their role in the organization; however, certain sections of those documents or other documents provide specific details about the responsibilities for their positions. Table 1 identifies those portions of the documents which include or delineate responsibilities of the position.

2. Position duties and responsibilities

Each position listed in Table 1 has a duties and responsibilities/position profile that includes the following pertinent information:

- Position
- Term of Appointment
- Standing Committee Membership
- Meeting Commitments
- Summary of Duties and Responsibilities
- Best Practices

Table 1. Board of Directors guide to official documents that include or delineate position responsibilities—some of which refer to responsibilities as a member of the Board of Directors and some are functional for the position on the Board.

Position	ASEE Constitution	ASEE Bylaws	Institutional Council, Division, and Constituent Committee Operating Manual	Geographic Zones and Sections Operating Manual	Other
President	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX			Fraudulent/Dishonest Conduct, Whistle-blower Policy
President-Elect	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX			
Most Immediate Past President	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX			
Vice President Finance	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX			Financial Policy, Whistle-blower Policy*
Vice President External Relations*	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX			
Vice President Member Affairs*	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX		Section 5.2, Section 6.0	Financial Policy 11, 17
Chairs of Professional Interest Councils (PIC I, PIC II, PIC III, PIC IV, PIC V)—one of which is Board- elected Vice President of PICs*	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX	Section 4.0, Section 6.0		Bylaws for PIC I, II, III, IV, V, Financial Policy 11,17
	Article III				
Chairs of the Institutional Councils (ETC, EDC, CMC, ERC) – one of which is Board-elected to serve as Vice President of Institutional Councils*	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX	Section 4.0, 5.0, 6.0		Financial Policy 11,17
	Article III				
Chairs of the Geographic Zones (Zone I, Zone II, Zone III, Zone IV)	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX		Section 6.0	Bylaws of the Zones, Financial Policy 11, 17
* From the Vice Presidents of External Relations, Member Affairs, Professional Interest Councils, and Institutional Council, the First Vice President is Board-elected.	Articles III, IV				
Executive Director	Articles III, IV, V, VII, VIII, IX	Articles I, II, III, V, VI, VII, VIII, IX	Section 6.0	Section 6.0	Financial Policy, Fraudulent/Dishonest Conduct, Whistle-blower Policy

7/15/2016

* In accordance with changes at the Board of Directors Meeting in January 22, 2006. Updated June 2009.

Position Duties and Responsibilities: President

Term:

This position is an elected position; elected as President-Elect for 1 year with automatic succession to President, and then one year as Immediate Past President.

Committees:

The President is a member of the

- ASEE Executive Committee
- ASEE Finance Committee
- ASEE Oversight Committee
- ASEE Long Range Planning Committee

Meeting Commitments:

1. The President chairs the following:
 - ASEE Executive Committee Meetings (Fall and Spring)
 - ASEE Board of Directors Meetings (Summer and Winter)
 - ASEE Oversight Committee (Fall)
2. The President attends the following
 - ASEE Nominating Committee
 - ASEE Finance Committee (Fall, Winter, Spring, Summer)
 - ASEE Long Range Planning Committee
 - ASEE Annual Summer Conference
 - Sunday Board Meeting
 - Monday Plenary
 - Meet the Board Session
 - Wednesday Reception and Banquet
 - AAES Meetings (Fall and Spring)
 - Tau Alpha Pi Board Meetings (Winter and Summer)
 - NCEES meetings

Responsibilities:

- Provide leadership for the Society
- Provide leadership for the Board of Directors
- Provide leadership for the Oversight Committee
- Represent the Society, as requested
- Work with the Program Committee and ASEE staff on the annual conference, including identification of the plenary speaker(s)
- Prepare the President's letters for the ASEE website, PRISM, annual report, annual conference, etc.
- Coordinate monthly phone calls of the President's Group (Executive Director, Past President, President, and President-Elect)
- Coordinate representation of the presidents or Board of Directors at section/zone meetings and other obligations
- Select chairs and membership of ASEE standing committees

Position Duties and Responsibilities: President-Elect

Term

This position is an elected position; elected as President-Elect for 1 year with automatic succession to President

Committees

The President-Elect is a member of the following:

- ASEE Executive Committee
- ASEE Finance Committee
- ASEE Long Range Planning Committee
- ASEE Oversight Committee

Meeting Commitments

The President-Elect attends the following:

- ASEE Executive Committee
- ASEE Finance Committee
- ASEE Oversight Committee
- ASEE Long Range Planning Committee
- ASEE Board Meetings
- ASEE Annual Conference

Responsibilities

The President-Elect has few formal responsibilities. Some activities include:

- Write and present the Resolutions for the Annual Conference Banquet where President-Elect takes office.
- Become familiar with major current ASEE issues by interacting with current ASEE President and Executive Director.
- Work with ASEE headquarters staff to form the next year's ASEE society-wide committees (in late April and May during the final months of President-Elect office).
- Prepare for Oversight in the fall after assuming Presidency. This may involve arranging for professional staff surveys and other policies while still President-Elect.
- Possibly work with ASEE conference planning staff to prepare the main plenary and other events at the Annual Conference when one will serve as President.
- Work with President and the Most Immediate Past President on other ASEE activities as needed.
- Represent the ASEE President, as needed, at national and international meetings & conferences.

7/15/2016

Position Duties and Responsibilities: Most Immediate Past President

Term:

This position is the immediate succession from President. The term is 1 year.

Committees:

The Most Immediate Past President is a member of the

- ASEE Executive Committee
- ASEE Oversight Committee
- ASEE Board of Directors
- Not a Member of the ASEE Finance Committee

Meeting Commitments:

1. The Most Immediate Past President chairs the following:

- The ASEE Nominating Committee, which holds its meeting at the winter Board Meeting and annual conference

2. The Most Immediate Past President attends the following meetings:

- ASEE Board Meetings
- ASEE Executive Committee
- ASEE Oversight Committee
- ASEE Long Range Planning Committee

Responsibilities:

- Serve on the Board of Directors for one final term
- Solicit/recruit nominations for the national elections the following year
- Chair the ASEE Nominating Committee
- Represent the ASEE President, as needed, at national and international meetings & conferences
- Work with the President and President-Elect on other ASEE activities as needed.

Position Duties and Responsibilities: Vice President of Finance

Term:

- This position is an elected position for a term of 2 years.
- The VP of Finance (VPF) can be re-elected for one additional term.

Committees: The VP of Finance is a member of the

- ASEE Executive Committee
- ASEE Finance Committee
- ASEE Oversight Committee
- ASEE Long Range Planning Committee
- The VPF is also a member of the ASEE Board of Directors of the ASEE Convention and Seminar Corporation and Tau Alpha Pi of ASEE.

Meeting Commitments:

The Vice President Finance:

- Chairs the ASEE Finance Committee, which meets 4 times each year.
 1. In fall and spring the Finance Committee Meeting is held in conjunction with the ASEE Executive Committee Meeting.
 2. The fall Finance Committee Meeting takes place in Washington, DC.
 3. The spring Finance Committee Meeting is usually conducted by teleconference and is held just prior to the teleconference ASEE Executive Committee Meeting.
 4. The January/February Finance Committee meeting takes place at CIEC prior to the ASEE Board of Directors (BoD) Meeting.
 5. The June Finance Committee meeting is held on the Saturday prior to the start of the ASEE Annual Conference and previous to the BoD meeting.
- ASEE Board Meetings
- ASEE Executive Committee
- ASEE Oversight Committee

Responsibilities:

- The Vice President Finance's core duty is to understand the financial health of the organization and to report the organization's financial position to the Board of Directors.
- Chair the ASEE Finance Committee Meetings.
- Present for approval any changes to the ASEE financial policies.
- Review and recommend action on the audited financial statements.
- Review and recommend action on the budget for the next fiscal year.
- Review income and expenditures through the year.
- Review new initiatives brought to the ASEE Finance Committee.
- Meet with ASEE Chief Financial Officer as necessary for planning and review.
- As a member of the ASEE Oversight Committee participate in the evaluation of the Executive Director and the determination of Executive Director's salary, assess the operation of the ASEE office and morale of the ASEE employees.

TAB III-G-1. Position Duties and Responsibilities: Vice President External Relations

Term:

- This position is an elected position for two years. The VP of External Relations can be re-elected for one additional term.

Committees:

The Vice President External Relations is a member of the

- ASEE Executive Committee
- ASEE Board of Directors
- ASEE Finance Committee

Meeting Commitments:

1. The Vice President External Relations Chairs the Projects Board
 - Projects Board (Article III, Section 14, ASEE Constitution) meeting at the Annual Conference and possible telecom meeting in Dec/Jan
 - The Vice President External Relations chairs the International Advisory Board meeting at the Annual Conference and possible telecom meeting in Dec/Jan.
2. The Vice President External Relations attends the following
 - ASEE Executive Committee
 - ASEE Board of Directors meetings
 - ASEE Finance Committee meetings

Responsibilities:

- Nominate members for the Projects Board for approval by the Board of Directors at the annual meeting.
- Work with the ASEE staff to publicize the activities of the Projects Board and the value that it provides to the Society.
- When appropriate the projects board assists with soliciting new project proposals
- Nominate members for the International Advisory Board for approval by the Board of Directors at the annual meeting.
- Work with the ASEE staff to publicize the activities of the International Advisory Board and the value that it provides to the Society.
- When appropriate the International Advisory Board assists with soliciting new international institutional and individual members, MOU opportunities, and collaboration with international meetings.
- Oversight responsibility for external projects and reporting to the ASEE Board.
- Oversight responsibility for International Programs and reporting to the ASEE Board
- Current policy calls for the VP External Relations to chair a committee of all the other Vice Presidents in making recommendations to the President on public policy matters.

Suggested Best Practices

- Keep closely connected with the ASEE staff involved with projects being proposed so that you can be most effective in responding to their needs for feedback.
- Keep in close contact to ASEE staff responsible for International Programs.

7/15/2016

Position Duties and Responsibilities: Vice President Member Affairs

Term:

This position is an elected position for two years.

Committees:

The Vice President Member Affairs is a member of the

- ASEE Executive Committee
- ASEE Board of Directors
- ASEE Long-Range Planning Committee

Meeting Commitments:

1. The Vice President Member Affairs Chairs the following:

- Council of Zones meeting at the Annual Conference
- Campus Representative Meeting at the Annual Conference (coordinate with Member Services)
- Greet the Stars session at the Annual Conference (coordinate with Member Services)
- Student Chapter Planning Meeting at the Annual Conference (coordinate with Member Services)
- Campus Representative Reception at the Annual Conference (coordinate with Member Services)

•

2. The Vice President Member Affairs attend the following meetings:

- ASEE Executive Committee
- ASEE Board of Directors Meetings
- New Officer's Orientation Session (coordinated with Member Service and Financial Affairs)
- Zone meetings at the Annual Conference
- Section meetings as appropriate

Responsibilities:

- Work with ASEE Headquarters Director of Membership and Awards Coordinator on the Membership & Volunteer Services Objectives of the Strategic Plan.
- Coordinate Best Zone Paper Process and serve on judging committee at the annual conference.
- Communicate with Zone and Section leadership on membership issues.
- Work with Headquarters Member Services to maintain an effective campus representative program.

Position Duties and Responsibilities: Chair Geographic Zone

Term:

This position is an elected position for three years-the first year is as Chair-Elect.

Committees:

The Zone Chair is a member of the

- Board of Directors

Meeting Commitments:

1. The Zone Chair chairs the following:

- The appropriate Zone meeting at the Annual Conference
- The appropriate mid-year zone meeting, this may be a teleconference.
- The Zone I (or another zone) Chair may be called upon to chair the Canadian Affairs meeting at the Annual Conference.

2. The Zone Chair attends the following

- Campus Representative Meeting at the Annual Conference
- Greet the Stars session at the Annual Conference
- Student Chapter Planning Meeting at the Annual Conference
- Campus Representative Reception at the Annual Conference
- Board of Directors meetings
- Section meetings (and section executive meetings as needed) for the Sections in the Zone

Responsibilities:

- Coordinate the selection of the Zone Best Campus Representative for the Zone
- Coordinate the selection of the Best Zone Paper for the Zone
- Communicate with Section leadership on membership issues
- Work with HQ Member Services and the VP Member Affairs to maintain programs

Best Practices:

- Identify initiatives to support and strengthen Section meetings and promote Zone meetings if appropriate
- Coordinate communication among Sections to share good practices related to Section meeting planning, particularly with regard to student chapter involvement, student paper competitions, industry-government partnerships, etc.

7/15/2016

Position Duties and Responsibilities: Vice President Professional Interest Councils

Term:

This one-year position is Board-elected from the Chairs of the Professional Interest Councils.

Committees:

The Vice President PIC is a member of the

- Executive Committee of the Board of Directors
- Long Range Planning Committee
- Program Committee (Annual Conference)
-

Meeting Commitments:

1. The Vice President PIC chairs the following:
 - Program Committee meeting
2. The Vice President PIC attends the following
 - ASEE Executive Committee meetings
 - ASEE Board of Directors meetings

Responsibilities:

- Serve on Executive Committee and represents all PICS
- Allocate operating account funds to PICS and Divisions (communicated to HQ, Financial Officer in September)
- Allocate one-day complimentary registrations for the annual conference (up to 15, for non-ASEE members)
- Coordinate meetings (teleconference recommended) with PIC chairs as appropriate to deal with program and other issues

Position Duties and Responsibilities: Chair Professional Interest Council

PIC I Divisions: Aerospace, Architectural, Biological and Agricultural, Chemical, Civil, Construction, Electrical and Computer, Engineering Economy, Eng. Management, Industrial, Manufacturing, Mechanical

PIC II Divisions: Biomedical, Design in Engineering Education (DEED), Engineering Technology, Environmental, Materials Engineering, Multidisciplinary Eng. CC, Nuclear and Radiological, Ocean and Marine, Software Engineering CC, Systems Eng. CC

PIC III Divisions: Energy Conversion & Conservation, Engineering & Public Policy, Engineering Design Graphics, Freshman Programs, Information Systems, Instrumentation, Liberal Education, Mathematics, Mechanics, Physics & Engineering Physics, Two-Year College

PIC IV Divisions: Computers in Education, Educational Research and Methods (ERM), Ethics CC, Engineering Libraries, Entrepreneurship, Experimentation and Laboratory- Oriented Studies (DELOS), Graduate Studies, International, K-12 CC Minorities in Engineering, New Engineering Educators, Women in Engineering, Student CC

PIC V Divisions: College-Industry Partnerships, Continuing Professional Development, Cooperative Education

Term:

This position is an elected position with a two-year term.

Committees:

The PIC Chair is a member of the

- Board of Directors
- Program Committee

Meeting Commitments:

1. The PIC Chair chairs the following:
 - PIC business meeting at the Annual Conference
2. The PIC Chair attends the following
 - Board of Director meetings
 - At Annual Conference, attend:
 - Sunday Board Meeting
 - Meet the Board Session
 - Wednesday Reception and Banquet
 - Wednesday Board Meeting
3. November/fall conference planning meeting

Responsibilities:

- Act as communication link between divisions and BOD
- Attend as many division business meetings as possible during the annual conference
- Bring business items from the divisions to the board for approval, including: changes to dues, bylaws, establishment of awards, etc
- Chair and publicize annual business meeting of the PIC at the annual conference (typically held on Sunday)
- Allocate operating account funds and monitor expenditures of divisions
- Represent the interests of the PIC at the Program Committee meeting in November
- Deal with program problems, complaints from divisions
- Assist other PIC chairs in reviewing Best Papers for annual conference

7/15/2016

- Coordinate the selection of the best division paper from the PIC division and participate in the selection of the best paper for the annual conference

Suggested Best Practices

- 1) Maintain regular email contact with Division Chairs and Program Chairs, including:
 - a. Notification of upcoming BOD meetings (ask if there are any issues which need BOD attention)
 - b. Solicit nominations for distinguished lecturers
 - c. Notification of PIC business meeting at annual conference (including agenda)
- 2) Encourage divisions to use their operating account funds and educate them on how they can be spent:

Annual operating budgets must be used for activities which promote the mission and vision of ASEE. Annual operating accounts shall not be used for personnel expenses of any kind without prior approval of the Vice President of Finance, or for member travel, or the expenses of any publication which is sold or in which advertising space is sold, or in any way which is imprudent or in violation of law, or of commonly accepted business and professional ethics. (from Financial Policy Manual)
- 3) Attend division business meetings at the annual conference to get acquainted, to let them know that you exist, and to ask how you can help them (most don't know what a PIC chair is). It can be difficult to attend them all, since many of them are typically are scheduled at the same time period.

7/15/2016

Position Duties and Responsibilities: Vice President of Institutional Councils

Term:

This one-year term position is **Board-elected*** from the Chairs of the Institutional Councils.

***By agreement of all four Councils this position is rotated through the Councils (see below.)**

Committees:

The Vice President of Institutional Councils is a member of the

- ASEE Executive Committee of the Board of Directors

Meeting Commitments:

The Vice President of Institutional Councils attends the following

- ASEE Executive Committee meetings
- ASEE Board of Directors meetings

Responsibilities:

- Serve on the Executive Committee of the ASEE Board of Directors representing the four ASEE Councils, the Engineering Deans Council, Engineering Technology Council, Corporate Members Council, and Engineering Research Council. All action taken by the ASEE Executive Committee will be communicated to the ASEE Board of Directors at its next meeting.
- Act on and conduct business of the ASEE Board of Directors as may be necessary between meetings of the Board and any other business, which is delegated to it by the ASEE Board of Directors.
- Communicate and/or consult, if possible, with each of the Council Chairs on business matters conducted by the ASEE Executive Committee.
- Strive to support a cohesive atmosphere and develop partnerships whenever possible among the four ASEE Councils to promote ASEE goals

***By agreement of all four Councils the Vice President of Institutional Councils' position will rotate annually to the Chair of the Council as follows: CMC, ETC, ERC, EDC.**

7/15/2016

Position Duties and Responsibilities: Engineering Technology Council (ETC) Chair

Term

The Chair of Engineering Technology Council (ETC) is elected within the ETC membership. The term is 2 years.

Committees:

The Chair of the Engineering Technology Council is a member of the

- ASEE Board of Directors

Meeting Commitments:

The Chair of the Engineering Technology Council attends the following

- ASEE Board of Directors meetings

Responsibilities:

- The ETC Chair represents the member institutions to the best of his or her abilities recognizing that the Engineering Technology Council of ASEE is the national organization that speaks for engineering technology education and is committed to promoting quality education and creative endeavors in engineering technology.
- The ETC Chair performs the executive duties of the office which includes serving as a member of the ASEE Board of Directors.
- The ETC Chair is responsible for submitting an annual report on the ETC activities to the membership and the ASEE Board of Directors at Annual Meeting.

7/15/2016

Position Duties and Responsibilities: Engineering Deans Council (EDC) Chair
Term

The Chair of Engineering Deans Council (EDC) is elected within the EDC membership. The term is 2 years.

Committees:

The Chair of the Engineering Deans Council is a member of the

- ASEE Board of Directors

Meeting Commitments:

The Chair of the Engineering Deans Council attends the following

- ASEE Board of Directors meetings

Responsibilities:

- The Chair of the Engineering Deans Council represents the engineering member institutions in all matters relating to engineering education conducted in or by the member colleges, and is to represent and speak on behalf of these colleges in all such matters.
- The EDC Chair shall perform the duties which usually devolve upon that office. The Council Chair shall, by virtue of this office in this Council, serve as a director of the ASEE Board.

Position Duties and Responsibilities: Corporate Member Council (CMC) Chair

Term

The Chair of Corporate Member Council (ERC) is elected within the CMC membership. The term is 2 years.

Committees:

The Chair of the Corporate Member Council is a member of the

- ASEE Board of Directors

Meeting Commitments:

The Chair of the Corporate Member Council attends the following

- ASEE Board of Directors meetings

7/15/2016

Responsibilities:

- The Chair of the Corporate Member Council represents the industry members in all matters related to fostering, encouraging, and cultivating the dialogue between industry and engineering educators.
- The Chair of the Corporate Member Council encourages, and cultivates dialogue between industry and engineering educators and speaks for industry.

Position Duties and Responsibilities: Engineering Research Council (ERC) Chair

Term

The Chair of Engineering Research Council (ERC) is elected within the ERC membership. The term is 2 years.

Committees:

The Chair of the Engineering Research Council is a member of the

- ASEE Board of Directors

Meeting Commitments:

The Chair of the Engineering Research Council attends the following

- ASEE Board of Directors meetings

Responsibilities:

- The Chair of the Engineering Research Council represents the research institutional members providing a forum for discussion of problems and exchange of information pertaining to the research activities.
- The Chair of the Engineering Research Council represents and speaks on behalf of research and its administration both externally and within ASEE.