

Arkansas Council for Women in Higher Education

**Elected Executive Board Position**

Revised January 2021



## List of Elected Executive Board Positions

1. **President**
2. **1st Vice - President**
3. **2nd Vice - President**
4. **3rd Vice- President**
5. **Secretary**
6. **Treasurer**
7. **Membership Coordinator**
8. **Graduate Student Representative**
9. **\*Regional Representatives (3 positions within their respective geographical region: Central, Northeast, Northwest, Southeast, and Southwest.)**
10. **Communication Coordinator**



## EXECUTIVE BOARD DUTIES

### Section 1. Executive Board

The executive board is tasked with decision making and planning on behalf of the organization in-between sessions or regularly scheduled meetings. A meeting of the Board shall be held annually at such place, on such date and at such time as may be fixed by the Board, to elect officers, receive annual reports of the Board and Officers, and for the transaction of such other business as may be brought before the meeting.

### Section 2. Composition of the Executive Board

The Executive Board shall be composed of the Officers, the Immediate Past President, and ex-officio members as appropriate. Additional officers and committee chairs may be appointed by the President as deemed necessary for organization operation.

### Section 3. Representation on the Executive Board

The Executive Board shall be diverse with the intent to include women administrators, faculty, staff, and graduate students from public and private accredited institutions, including state universities, community colleges, and technical institutes in the state of Arkansas.

### Section 4. Number on the Executive Board

The number of officers constituting the entire Board shall be fixed by the Board, but such number shall not be less than three (3).

### Section 8. Executive Board Powers and Duties

Subject to the provisions of law, of these By-Laws, but in furtherance and not in limitation of any rights and powers thereby conferred, the Board shall have the control and management of the affairs and operations of the organization and shall exercise all the powers that may be exercised by the organization.

## OFFICERS DUTIES

### Section 1. Officers

Officers shall include a President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, Membership Coordinator, Communication Coordinator, Graduate Student Representative, and three (3) Regional Representatives. Officers must be administrators, faculty, staff, and graduate students in higher education in Arkansas. The Graduate Student Representative position is only open for an individual that is eligible for only the graduate student membership.

### Section 2. Powers and Duties of the President

The President is expected to convene the Executive Board regularly, chair the annual meeting, set the annual calendar, facilitate the activities of the organization, coordinate strategic planning, and notify the National Director of ACE of the ACWHE Arkansas ACE State Chair recommendation. The President will develop and maintain relationships with college and university presidents. Also, assist as needed for the annual conference.

### Section 3. Powers and Duties of the 1st Vice-Presidents

The 1st Vice President will serve in the absence of the President, chair the Annual Conference Committee (ACC), and the 1st Vice President will have prior experience on the Executive Board.

**Section 4. Powers and Duties of the 2nd Vice-Presidents**

The 2nd Vice President will chair the Professional Development Committee (PDC) and will develop the plan and calendar for professional growth opportunities (live sessions, teleconferences, electronic communiqués) for all segments of ACWHE membership. Work with each Regional Representative to encourage the active participation of the Institutional Representatives. Also, assist as needed for the annual conference.

**Section 5. Powers and Duties of the 3rd Vice-Presidents**

The 3rd Vice President will chair the Steer Committee of Organizational Effectiveness (SCOE) and will develop, monitor, and assess strategic plans of organizational effectiveness. Provide reports to the Executive Board and execute approved professional development workshops by the Executive Board for officers and committee members. Also, assist as needed for the annual conference.

**Section 6. Powers and Duties of the Secretary**

The Secretary will maintain and disseminate minutes of the business conducted by the Executive Board and the annual meeting as well as collect meeting minutes from the committee Recorders for Executive Board review. Through feedback from the treasurer, disseminate letters of welcome to new members and Institutional Representatives. An annual report of all official records (rolls pertinent to the organization including Executive Board members, Institutional Representatives, past conference attendees, and active membership) will be provided to the Historian to work toward greater recognition of the organization. The Secretary will also be responsible for monitoring the ACWHE Gmail account regularly by making sure that the proper information is forwarded to the correct officer, ensuring the organization of the Google Drive folders, and activating and deactivating officers' access by term. Also, assist as needed for the annual conference.

**Section 7. Powers and Duties of the Treasurer**

The Treasurer will maintain all financial records, provide written quarterly financial reports to the Executive Board, present a written report to the membership at the annual meeting, handle all receipts and disbursement, facilitate the financial planning, provide the Secretary with an updated record of conference attendees, provide the Membership Coordinator with a record of new and renewed memberships, is responsible for an annual external audit, and will prepare an annual budget for approval by the Executive Board. The Treasurer will be responsible for all financial transactions such as conference registrations, collections of membership dues, purchases, collections, etc. The Treasurer will be the chair of the Finance Committee. Also, assist as needed for the annual conference.

**Section 8. Powers and Duties of the Membership Coordinator**

The Membership Coordinator will chair the Membership Committee (MC), facilitate recruitment activities, produce and disseminate invitations for membership, contribute to the newsletter, and provide a membership report and official role of active membership at the annual meeting. The Membership Coordinator will also provide a current and up-to-date membership list. Also, assist as needed for the annual conference.

**Section 9. Powers and Duties of the Graduate Student Representative**

The Graduate Student Representative will serve on the annual conference planning committee to coordinate graduate student participation at the annual conference. The Graduate Student Representative will work with the 2nd Vice President to develop professional growth opportunities for graduate students. A graduate student is defined as any person in the state of Arkansas enrolled in a graduate program at an



institution of higher education and who are not currently employed part-time or full-time at a higher education institution.

**Section 10. Powers and Duties of the Regional Representatives**

The Regional Representatives (will act as the contact person/resource person for Institutional Representatives (IRs) within their respective geographical region: Central, Northeast, Northwest, Southeast, and Southwest. The Regional Representative will ensure IRs are actively involved in ACWHE activities, maintain a list of IRs from Institutional Members, and maintain a list of key positions in the state (ex. Presidents, VPs, Assoc. VPs). Also, Regional Representatives will assign IRs to ACWHE committees as needed. Also, assist as needed for the annual conference.

**Section 11. Powers and Duties of the Communication Coordinator**

The Communications Coordinator will chair the Communication Committee; assist in maintaining the website (WordPress), weblinks( JotForms, Facebook, etc.), and web publication of the newsletter, conference announcements, and call for papers. They will initiate and maintain a record of formal communication (upon the direction of the President) on behalf of the organization recognizing appointments, promotions, and/or accomplishments of women within the state, initiate press releases as appropriate, and work toward greater recognition of the organization. Also, assist as needed for the annual conference.

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