



AACRAO Board of Directors (BOD) Time Estimate and Commitments

Updated March 22, 2017

In-Person Meetings

- **Note: AACRAO pays all expenses for in-person Board meetings, including the Annual Meeting registration fee, and will make room arrangements.**
- December – typically Wednesday pm-Sunday am (travel Wednesday and Sunday), in conjunction with the December Leadership Meeting in DC which typically runs Friday through Saturday evening.
 - BODs-elect attend since orientation for incoming members begins with this meeting.
 - BOD meeting begins with informal dinner on Wednesday and orientation begins Thursday morning
 - BOD meets all day Thursday (including dinner) and Friday prior to the Leadership Meeting.
 - Prep time: Reviewing minutes from previous meetings; various financial reports; materials presented by the BOD committees; reports from the Executive Director and AACRAO staff; orientation readings.
- January/February – standalone; typically Thursday am-Sunday am (travel Wednesday and Sunday)
 - Typically in DC
 - BOD committee meetings and remaining orientation topics all day Thursday; Board meeting Friday-Sunday morning.
 - BODs-elect attend. This is informally considered the “transitional” meeting between the current and incoming Boards. Committee assignments have been made and BODs-elect attend committee meetings.
 - Prep time.
- March/April – in conjunction with the Annual Meeting, typically Friday am to Sunday am and Wednesday pm (travel Thursday/Friday and Wednesday/Thursday).
 - BOD committee meetings/business meeting for two days prior to the beginning of the conference and the afternoon at the end of the conference.
 - BODs-elect are included in the meeting prior to the conference.
 - Prep time.
- June/July – stand alone; typically Thursday afternoon to Sunday am (travel Wednesday/Thursday am and Sunday).
 - No specific location; president selects with national office folks.
 - Prep time.
- September/October – standalone; typically Thursday afternoon to Sunday am (travel Wednesday/Thursday am and Sunday).
 - Location varies, but is usually in DC; President selects with National Office folks.
 - Prep time

Full BOD Conference Calls

- Monthly in months that the BOD is not meeting in person.
 - Typically 1-1.5 hours.
 - Prep time.

BOD Committees

- Each person is typically assigned to two or three Board committees.
 - Committees tend to meet as part of every in-person BOD meeting.
 - Committees tend to have a conference call every month that they are not meeting in person.
 - Calls tend to be 1-1.5 hours.
 - Prep time.
 - Follow-up on actions coming out of a meeting.
- After your first year, often move into a Chair role for one committee.
 - Additional planning and prep time required as Chair.

On-going

- Participate in BOD listserv discussions.

State and Regional Meetings

- If invited, a BOD rep will attend a State/Regional (S/R) meeting.
 - Some S/R groups will ask a regular member who happens to be on the BOD to serve in this role. Other S/R groups ask for someone “in addition to” such a current BOD member.
 - Plan to attend 2-3 S/R meetings during a calendar year, in addition to your own.
 - AACRAO pays expenses for the official Board rep for travel to S/R meetings, other than your own. S/R’s are expected to pick up registration and lodging expenses. In some cases, your own S/R might pick up those expenses as well.
 - While they occur throughout the year, most occur in the fall.
 - Most are 2-3 days.
 - We would typically provide an “AACRAO Update” and/or “Washington Update” (e.g., at their business session) and often are asked to present at least 1 session.
 - Board reps are also expected to participate in as many other facets of the meeting as possible – attending sessions, social events, business session, etc.
 - Prep for session(s)

Program and Specific BOD Role Responsibilities

- Most BOD members have some program roles:
 - Alignment with a set of program committees and a Program Coordinator.
 - BOD role in working with those groups will vary.
 - A committee may have a special project that involves the BOD member
 - Natural Annual Meeting planning that you have done otherwise.

- Note that this role is evolving as the BOD takes a more strategic focus and as the Program Committee becomes more independent.
 - Direct program responsibilities related to specific VP's – e.g.:
 - Student Records and Academic Services VP has Reg 101/201 responsibilities.
 - Information Technology VP may be involved with the Technology Conference.
 - International Education VP may be involved with the Summer and Winter International Institutes.
 - Admissions and enrollment Management VP may be involved with the Strategic Enrollment Management Conference.
 - VP for Leadership and Management Development is involved in planning for the State and Regional workshops at the Annual Meeting and at the December Leadership Meeting. This role also coordinates the BOD assignments to attend the S/R meetings.
- VP Finance:

Although this VP does not have program responsibilities *per se*, this role involves a significant amount of time working with others (e.g. President, Executive Director, investment managers, etc.) regarding the finances of the association and fiscal planning. This role also is responsible for the development of official minutes of the BOD meetings. It is generally agreed that this role likely involves more time than any other BOD position other than the President.
- President:

This role typically carries additional time commitments – e.g., frequent phone calls with the Executive Director and other BOD members; attendance at association meetings/conferences; representation of the association at other meetings throughout the term as President/ In addition, the President plans the Board meetings, reviews materials from the Executive director and other AACRAO staff, writes communications to the membership, and responds to queries from members.
- VPs at Large: Although this VP does not have program responsibilities, this role is evolving and may include some responsibilities assigned by the President and/or the BOD as a whole.

Special Projects

- BOD members may be called upon to provide leadership for and/or involvement with specific initiatives – e.g., Board or Association Task Force or publication development.

New Board Member Orientation/Transition

- To help kick off the transition, incoming BOD members (BODs-elect) attend Orientation, the Board meeting, and the December Leadership Meeting.
- The January/February BOD meeting continues orientation and BODs-elect attend.
- Prior to the January/February meeting, the BOD Governance Committee leads a series of readings and (usually two) conference calls with a few current BOD members to help provide a foundation for the incoming members.
- Reading materials for those calls are mailed to the new Board members in December.
- The formal transition occurs at the Annual Meeting.

Conflict of Interest

- Every new and continuing Board member will be required to sign the AACRAO Conflict of Interest form each January. Each Board Member is required to disclose any financial or personal interests he or she has that could potentially be viewed as a conflict of interest with the activities of AACRAO.
- If, after evaluating these disclosures and determining that a potential conflict of interest may exist, a Board member may be required to recuse themselves from any further Board discussions or business related to the area of potential conflict of interest. Conflicts of interest do not in and of themselves prevent anyone from serving on the AACRAO board, but may limit full participation in Board activities.