



AACRAO Board of Directors (BOD) Commitment Timeline

Updated February 2025

In-Person Meetings

- **Note: AACRAO pays all expenses for in-person Board meetings, including the Annual Meeting registration fee; and will make room arrangements.**
- January/February (Winter In-Person BOD meeting); typically Thursday morning -Saturday afternoon (travel Wednesday and Sunday)
 - Typically in DC
 - BOD committee meetings and remaining orientation topics Thursday; Board meeting Friday-Sunday afternoon.
 - Incoming Board Members attend. This is informally considered the “transitional” meeting between the current and incoming Boards. Committee assignments have been made and incoming board members attend committee meetings.
 - Prep time.
- March/April—in conjunction with the Annual Meeting, typically Friday morning to Saturday afternoon and Wednesday afternoon (travel Thursday and Wednesday/Thursday).
 - BOD committee meeting/board meeting for two days prior to beginning of the conference and the afternoon at the end of the conference (debrief lunch).
 - Incoming Board Members are included in the meeting prior to the conference.
 - Prep time.
- June/July (AACRAO Leadership Meeting) typically Wednesday morning to Saturday afternoon (travel Tuesday and Sunday)
 - Typically in DC or DC metro area
 - Prep time.

Virtual New Board Member Orientation

- **December through January/early February**
 - **Attend a series of virtual (2-hour long) orientation sessions. There are typically three or four sessions between mid-December and early February.**

Full BOD Conference Calls

- Monthly in months that the BOD is not meeting in person.
 - Typically 2 hours
 - Prep time.

BOD Committee

- 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.
 - Prep time.
 - Follow-up on actions coming out of the 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 for a particular member of the current Board while others may just ask that any current BOD member attend. All requests are handled by the AACRAO Executive Assistant/Board Liaison.
- Plan to attend 2-3 S&R meetings during a calendar year; in addition to your own.
- AACRAO pays expenses (transportation and any meals not provided by the S&R) for the official Board rep to travel to S&R meetings, other than your own. S&Rs are expected to cover the registration and lodging expenses. In some cases, your own S&R might pick up 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 a Legislative or Federal Update” (e.g., at their Business Meeting) and often are asked to present at least 1 session. AACRAO Staff will provide a copy of the AACRAO Update slide deck prior to the meeting.
- Board reps are also expected to participate in as many other facets of the meeting as possible—attending sessions, social events, business meeting, etc.
- Prep for sessions (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.
 - 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.:
 - VP for Records and Academic Services may have Reg 101/201 responsibilities.
 - VP for Information Technology may be involved with the Technology Conference.
 - VP for International Education may be involved with the Summer and Winter Institutes.
 - VP for Admissions and Enrollment Management may be involved with the Strategic Enrollment Management Conference.
 - VP for Leadership and Management Development is involved in planning for State and Regional workshops at the Annual Meeting and at the AACRAO Leadership Meeting. This role also works with the Board Liaison to coordinate 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 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 Board meetings, reviews materials from the Executive Director and other AACRAO staff, writes communications to the membership, and responds to queries from members.
- Vice Presidents 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 BOD as a whole.

Special Projects

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

New Board Member Orientation/Transition

- To help kick-off transition, incoming BOD members (BODs-elect) attend the virtual orientation meetings, Winter Board Meeting, virtual board meetings that occur between December and the Annual Meeting, the Annual Meeting, and the AACRAO Leadership Meeting.
- Prior to the Winter Board Meeting, the President-Elect will plan a series of virtual orientation meetings for incoming BOD members to help provide a foundation for the incoming members.
- Reading materials for those calls are emailed 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.