

# Summaries of Board of Directors (officers & at-large) Position Responsibilities



## ***President***

### ***Summary of Position Responsibilities***

*Revised: August 2019*

#### **Summary of Charge**

The President is responsible for:

- a) Monitoring the implementation of the EnglishUSA Strategic Plan
- b) Working closely with the Executive Director and the Executive Board to provide leadership to the organization.
- c) Communicating regularly with the membership
- d) Collaborating with the Executive Director and Advocacy stream to maintain communication with appropriate governmental agencies, advocacy/public policy personnel in other organizations
- e) Coordinating the Executive Director's annual performance review
- f) Planning Executive Board meetings (soliciting agenda items 2 weeks in advance and working with the ED to prepare agenda) and reporting on activities/issues/ concerns to board in Fall prior to Stakeholders, in January prior to the Professional Development Conference, and in May/June prior to the NAFSA Annual Conference. These meetings are generally one full day. There are also 2-3 virtual meetings per year
- g) Attending Finance Committee meetings (prior to board meetings)
- h) Establishing regular communication with the Executive Director
- i) Assisting Executive Director with conference proposal submissions to NAFSA and co-present with Executive Director at NAFSA conference and other opportunities that may arise
- j) Attending lunch at NAFSA with new and continuing board members
- k) Contributing to virtual orientation with new board members
- l) Serving on assigned/selected committees (starting June 2020)

#### **Length of term**

1 year (second year of three-year presidential stream)

#### **Committees**

The President will serve on the Governance Committee and on the Finance Committee.

#### **General Responsibilities (all Board Members)**

- a) Promote the EnglishUSA brand to current and potential members and to other organizations in the international education field

- b) Develop strategic partnerships that will further the mission of EnglishUSA
- c) Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- d) Provide and contribute to reports for review and discussion at board meetings
- e) Contribute to the EnglishUSA webinars, journal/newsletter, conferences
- f) Report on committee accomplishments at the annual business meeting
- g) Align activities with the goals of the EnglishUSA strategic plan
- h) Review the strategic plan annually and contribute to its revision as necessary
- i) Contribute to the recruitment of new board members
- j) Participate in the Executive Director's annual performance review
- k) Mentor incoming at-large Directors
- l) Additional duties related to committee assignments



***Immediate Past President***  
***Summary of Position Responsibilities***  
*Revised: August 2019*

**Summary of Charge**

The President-Elect is responsible for:

- a) Promoting EnglishUSA to current and potential members and to other organizations in the international education field
- b) Carrying out other assignments in consultation with or at the behest of the President and the Executive Board
- c) Chairing the Governance Committee
- d) Organizing an annual report for the members
- e) Serving on the Finance Committee (informally for 2020)
- f) Attending lunch at NAFSA with new and continuing board members
- g) Contributing to virtual orientation with new board members

**Length of term**

1 year (final year of presidential stream)

**Committees**

The Immediate Past President will serve on the Governance Committee (as chair) and on the Finance Committee.

**General Responsibilities (all Board Members)**

- a) Promote the EnglishUSA brand to current and potential members and to other organizations in the international education field
- b) Develop strategic partnerships that will further the mission of EnglishUSA
- c) Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- d) Provide and contribute to reports for review and discussion at board meetings
- e) Contribute to the EnglishUSA webinars, journal/newsletter, conferences
- f) Report on committee accomplishments at the annual business meeting
- g) Align activities with the goals of the EnglishUSA strategic plan
- h) Review the strategic plan annually and contribute to its revision as necessary
- i) Contribute to the recruitment of new board members
- j) Participate in the Executive Director's annual performance review
- k) Mentor incoming at-large Directors
- l) Additional duties related to committee assignments



***President-Elect***  
***Summary of Position Responsibilities***  
*Revised: August 2019*

**Summary of Charge**

The President-Elect is responsible for:

- a) Working closely with the President to learn the role and duties of the incumbent to insure a smooth transition of leadership
- b) Working closely with the Executive Director and the Executive Board to provide leadership to the organization.
- c) Attending Finance Committee meetings (prior to board meetings)
- d) Attending lunch at NAFSA with new and continuing board members
- e) Contributing to virtual orientation with new board members
- f) Serving on assigned/selected committees (starting June 2020)

**Length of term**

1 year (first year of three-year presidential stream)

**Committees**

The President-Elect will serve on the Governance Committee and on the Finance Committee.

**General Responsibilities (all Board Members):**

- a) Promote the EnglishUSA brand to current and potential members and to other organizations in the international education field
- b) Develop strategic partnerships that will further the mission of EnglishUSA
- c) Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- d) Provide and contribute to reports for review and discussion at board meetings
- e) Contribute to the EnglishUSA webinars, journal/newsletter, conferences
- f) Report on committee accomplishments at the annual business meeting
- g) Align activities with the goals of the EnglishUSA strategic plan
- h) Review the strategic plan annually and contribute to its revision as necessary
- i) Contribute to the recruitment of new board members
- j) Participate in the Executive Director's annual performance review
- k) Mentor incoming at-large Directors
- l) Additional duties related to committee assignments



***At-Large Director***  
***Summary of Position Responsibilities***  
*Revised: August 2019*

***At-Large Director Responsibilities:***

- a) Promote the EnglishUSA brand to current and potential members and to other organizations in the international education field
- b) Develop strategic partnerships that will further the mission of EnglishUSA
- c) Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- d) Provide and contribute to reports for review and discussion at board meetings
- e) Contribute to the EnglishUSA webinars, journal/newsletter, conferences
- f) Report on committee accomplishments at the annual business meeting
- g) Align activities with the goals of the EnglishUSA strategic plan
- h) Review the strategic plan annually and contribute to its revision as necessary
- i) Contribute to the recruitment of new board members
- j) Participate in the Executive Director's annual performance review
- k) Mentor incoming at-large Directors
- l) Serve on two committees (each At-Large Director assigned to two committees). The committees that have been established to transition in the 2019-20 Board of Directors terms and fully in 2020-21 are as follows (with At-Large Directors serving on the latter three):
  - Governance Committee
  - Finance Committee
  - Membership Development & Engagement Committee
  - Professional Development Activities Committee
  - Advocacy & External Relations Committee

Each board member will serve on two committees each year. These assignments are appointed by the Governance Committee at least a month prior to the new board year beginning. Incoming and continuing Board members will be given the opportunity at the time of submitting their nomination to list preferences for committee work. Workload of each committee is determined by the Board, based on the current strategic plan and the upcoming annual goals for the Executive Director.

**Length of term**  
Three years



**Treasurer**  
**Summary of Position Responsibilities**  
*Revised: August 2019*

**Summary of Charge**

The Treasurer is responsible for:

- a) Chairing the Finance Committee
- b) Signing off on all accounting functions and knowing exactly where EnglishUSA stands financially at any point in time
- c) Being accountable to the Board for the state of EnglishUSA finances
- d) Providing updates on current financial position of the organization—budget-to-actuals report
- e) Ensuring that revenues are sufficient to cover the cost of implementing the Strategic Plan
- f) Ensuring that reserves are adequate to keep EnglishUSA financially viable
- g) Monitoring investments and making recommendations for change
- h) Delivering a financial report for the NAFSA business meeting, which includes a 3-year budget summary plus a net-assets overview as well as projections of large, nonrecurring expenses for the following three years
- i) Approving Executive Director travel expenses
- j) Presenting the draft of the budget prepared with the Finance Committee to the Board for adjustments and approval
- k) Preparing and presenting an analysis of the current dues in relationship to the budget and proposing an adjustment to the budget and dues, if needed

**Length of term**

Three years

**Committees**

The Treasurer, like all Board members, will serve on two committees. By default, the Treasurer is the chair of the Finance Committee.

**General Responsibilities of Board Members**

- a) Promote the EnglishUSA brand to current and potential members and to other organizations in the international education field
- b) Develop strategic partnerships that will further the mission of EnglishUSA
- c) Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- d) Provide and contribute to reports for review and discussion at board meetings
- e) Contribute to the EnglishUSA webinars, journal/newsletter, conferences
- f) Report on committee accomplishments at the annual business meeting
- g) Align activities with the goals of the EnglishUSA strategic plan
- h) Review the strategic plan annually and contribute to its revision as necessary
- i) Contribute to the recruitment of new board members
- j) Participate in the Executive Director's annual performance review
- k) Mentor incoming at-large Directors
- l) Additional duties related to committee assignments



**Secretary**  
**Summary of Position Responsibilities**  
*Revised: August 2019*

**Summary of Charge**

The Secretary is responsible for:

- a) Preparing and communicating minutes and action items of Executive Board meetings using Minute Guidelines from Non-Profit Governance and Management, 3<sup>rd</sup> edition (attached) within 30 days of Board meetings
- b) Assisting with voting
- c) Assisting the Executive Director and Executive Board in arrangements for NAFSA conferences
- d) Assisting Executive Director with annual election ballot preparation and other voting
- e) Assisting with By Laws revisions

**Length of term**

Three years

**Committees**

The Secretary, like all Board members, will be appointed to two committees.

**General Responsibilities (all Board Members)**

- a) Promote the EnglishUSA brand to current and potential members and to other organizations in the international education field
- b) Develop strategic partnerships that will further the mission of EnglishUSA
- c) Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- d) Provide and contribute to reports for review and discussion at board meetings
- e) Contribute to the EnglishUSA webinars, journal/newsletter, conferences
- f) Report on committee accomplishments at the annual business meeting
- g) Align activities with the goals of the EnglishUSA strategic plan
- h) Review the strategic plan annually and contribute to its revision as necessary
- i) Contribute to the recruitment of new board members
- j) Participate in the Executive Director's annual performance review
- k) Mentor incoming at-large Directors
- l) Additional duties related to committee assignments