



## Position Description: General Board of Directors Member

Members of the Board of Directors are elected representatives of the NODA membership at-large who are responsible for policy formation, governance and fiscal matters pertaining to the Association. The Board will consist of 12 General Board Members and elected officers. Each General Board Member will serve a three-year term.

### REQUIREMENTS AND QUALIFICATIONS

- Professional membership in NODA for no less than 4 years; NODA membership must be current at application and throughout term
- Professional experience in higher education for at least 6 years
- At least 3 years of service in a volunteer, appointed or elected NODA leadership position including but not limited to: leadership team member, regional leadership, network chair, standing appointment, committee chair
- Leadership and management experience that reflect the skills needed to fulfill the General Board Member's responsibilities
- Current employment in orientation, transition and retention and/or student affairs at an institution of higher education at time of application and throughout term
- Knowledge of, and commitment to, the structure, purposes, and goals of NODA internationally, nationally and regionally
- Current knowledge of and demonstrated commitment to the field of orientation, transition, and retention (Demonstrated higher-level experience in another student affairs association may be considered)
- Knowledge and attentiveness to issues relating to diverse constituencies
- Demonstrated contributions to the scholarship of the Association including, but not limited to: conference presentations or publication submission
- Ability to think strategically and implement change
- Demonstrate effective written and oral communication skills and represent the Board of Directors to the membership with clarity, professionalism, and integrity
- Ability to work in a highly collaborative environment balancing the needs of the Association Staff, NODA Leadership, NODA membership, and external constituents
- Financial support (institutional or personal) is required to cover the travel costs to attend the Board of Director meetings

- Qualifications preferred as specified by the NODA Board of Directors

#### **PRIMARY RESPONSIBILITIES**

- Prepare for, attend, and participate in all Board meetings (1 in-person Fall (annual conference); 1 in-person Spring and 1 virtual meeting in July), including periodic conference calls, online meetings, etc.
- Provide leadership as the sole governing body of the Association
- Be responsible for the formulation of clear Association direction (strategic plan), and the implementation of the plan
- Set internal and external policy and priorities/goals for the Association based on strategic vision
- Serve as liaisons to select Association committees in order to provide effective and consistent information flow
- Provide the necessary direction, resources and support to the Executive Director to ensure a successful Association staff
- Set expectations to guide staff and volunteer workforce in the implementation of Association operations and activities
- Serve as a resource person for NODA members as needed
- Attend annual conference (required) and regional conference (strongly encouraged)
- Complete other duties as delegated by the President.