



## Position Description: President, Past-President, President-Elect

The President of NODA is the chief officer and directs all agents in carrying out the processes and services of the Association. The President chairs the Executive Committee. The President-Elect, President and Past-President are member of the Executive Committee.

The President shall serve as the President-Elect for a one-year term prior to serving as President for one year, and as Past President for a one-year term after serving as President.

### REQUIREMENTS & QUALIFICATIONS

- Professional membership in NODA for no less than 6 years. NODA membership must be current at application and throughout term
- Professional experience in higher education for at least 8 years.
- At least 4 years of service in an appointed or elected NODA leadership position.
- NODA General Board Member experience
- Leadership and management experience that reflects the skills needed to fulfill the President'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
- Ability to think strategically and implement change
- Demonstrated contributions to the scholarship of the Association including, but not limited to: conference presentations or publication submission
- 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

#### **PREFERRED QUALIFICATIONS (articulated by current Board)**

- Doctorate degree
- Demonstrated experience in executive leadership, management and decision-making

#### **PRIMARY RESPONSIBILITIES**

##### **President-Elect:**

- Perform the duties of the President in the absence of the President
- Serve on the Executive Committee and attend all meetings (monthly virtual meetings and one transition meeting in January)
- Attend three Board of Director meetings (1 in the Fall (annual conference); 1 in the Spring and 1 virtual meeting in July)
- Guide the Association Chairs in meeting the mission and strategic plan; May include monthly phone calls and individual check-ins
- Complete other duties as delegated by the President
- Serve on Personnel Committee
- Serve on committee to review all Institute faculty applications

##### **President:**

- Serve as the chief elected officer for the Association
- Serve as Chair of the Board of Directors and Executive Committee
- Lead the Executive Committee and attend all meetings (monthly virtual meetings and one transition meeting in January)
- Attend three Board of Director meetings (1 in the Fall (annual conference); 1 in the Spring and 1 virtual meeting in July)
- Prepare the agenda, in consultation with the Executive Director, and presides at all meetings of NODA, including but not limited to, the meetings of the Board of Directors, Executive Committee, and the annual business meeting
- Serve as the Chair of the Personnel Committee which on behalf of the Board is responsible for the administration of personnel practices for the Executive Director
- Direct the strategic planning process for the Association
- Communicate routinely with the Executive Director regarding operations of the Association
- Make all leadership appointments with the approval of the Executive Committee based on recommendations from the Nominations and Elections Committee and in consultation with Association staff

- Appoint ad-hoc committees and task forces as deemed necessary for specific functions/initiatives, with the approval of the Board of Directors and in consultation with the Association staff
- Maintain a relationship and communication with appropriate officials at the University of Minnesota
- Work with Executive Director to establish and maintain relationships with internal and external constituents
- Consult with the Executive Director on contractual agreements

Past-President:

- Attend three Board of Director meetings (1 in the Fall (annual conference); 1 in the Spring and 1 virtual meeting in July)
- Serve on the Executive Committee and attend all meetings (monthly virtual meetings and one transition meeting in January)
- Chair the Nominations and Elections Committee
- Serve on the Finance Committee
- Serve as the Parliamentarian for the Board of Directors
- Work with the Executive Director to compile the NODA Annual report
- Serve on the Personnel Committee
- Complete other duties as delegated by the President