



## **Officer & Director Descriptions, Expectations and Board Commitment Statement**

The call for Officer Nominations takes place each fall. This document provides information about what is expected of each Officer Position, the respective role and function, and requisite skills. The Board of Directors Commitment Statement is also included. New and continuing Board members will be expected to sign this document each year when the Board of Directors is installed.

**NAGAP's vision is to** be leaders on the forefront of Graduate Enrollment Management.

**NAGAP's mission is to** engage and advance Graduate Enrollment Management Professionals by promoting excellence and collaboration through education, research, and professional development.

### **General Considerations for NAGAP Members Considering Service**

#### **Qualifications**

All voting members of NAGAP are eligible for nomination as President, Vice President, Secretary or Treasurer, or appointment as a director.

#### **Desired Skills and Experience**

- Have a working knowledge of NAGAP's history, mission and goals.
- Working knowledge of bylaws and policies.
- Knowledge of Graduate Enrollment Management
- Commitment to maintaining a strong organization that is responsive to our membership.
- Ability to handle NAGAP business with tact, enthusiasm and commitment.
- Ability to communicate effectively.
- Ability to motivate workgroup members.
- Ability to take responsibility and follow through on assignments.
- Ability to work well with people
- Institutional support for your active participation as a NAGAP Officer and funding for attendance at the Annual Conference

#### **Term of Service**

Officers of the Board of Directors are elected to two-year terms according to the NAGAP Bylaws.

#### **Time Commitment**

Executive officers are required to attend four (4) in-person board meetings each year. Board meeting attendance and additional phone meetings often involve both weekday and weekend time commitments. Additionally, executive officers should anticipate committing approximately 10-15 hours per month on activities including, but not limited to, conference calls, workgroup activities, or special project work. The time commitment may vary depending upon the activities of the individual officer. The President and Vice-President can expect a more substantial time commitment and additional travel as part of their officer role.

## **Benefits of Leadership**

- Leadership is an opportunity to make a difference in NAGAP, the Graduate Enrollment Management field, and the higher education community,
- Leadership provides an opportunity to identify needs and to support and achieve organizational and professional goals.
- NAGAP leaders gain experience in building and working with groups, and develop individual leadership skills through professional development activities.
- Leaders promote and develop leadership in others.
- The NAGAP Board of Directors helps to shape the organization's direction and its future.

## **NAGAP Governing Board: Role, Duties, and Requisite Skills**

### **PRESIDENT:**

**Role:** Elected to serve a two-year term as the chief elected officer of the association serving to, in general, supervise and control the affairs of the association.

### **Duties (as outlined in the bylaws):**

The duties of the President shall be:

- To preside over and prepare the agendas for all Governing Board and Business Meetings.
- To provide leadership, vision and direction for NAGAP.
- To have final signature authority on behalf of NAGAP.
- To serve as an ex-officio member of all committees.
- To appoint individuals to fill any vacated positions on the Governing Board.
- To assume other responsibilities as directed by the Governing Board.

### **Requisite Skills and Abilities:**

- Keen understanding of NAGAP and the graduate enrollment management field.
- Demonstrated leadership skills in Board and/or Committee service, and within the Association as a whole.
- Strategic Focus
- Ability to participate significantly in all Association activities as required
- Prior service on the board (highly encouraged)
- Other things to consider: The President is a facilitator; the ability to communicate, listen and seek input from others is very important. The President should feel comfortable delegating. Strong group dynamic skills are essential to keep meetings running smoothly and to deal with any conflicts that may arise. As the board ambassador, the President acts as a spokesperson to the larger community and may need to speak in public on behalf of the organization.
- Ability to commit to two years of service as President and two years as Immediate Past-President on the Governing Board.

## **NAGAP Governing Board: Role, Function, and Requisite Skills**

### **VICE PRESIDENT:**

**Role:** Elected to serve a two-year term as Vice President.

**Duties (as outlined in the bylaws):**

The duties of the Vice President shall be:

- To attend all Business and Governing Board meetings.
- To preside over any meetings in the absence of the President.
- To assist the President as requested.
- To assume the position of President in the event that the President shall leave office prior to the completion of the current term.

**Requisite Skills and Abilities:**

- Keen understanding of NAGAP and the graduate enrollment management field.
- Demonstrated leadership skills in Board and/or Committee service, and within the association as a whole.
- Strategic Focus
- Ability to participate significantly in all Association activities as required.
- Prior service on the board (highly encouraged)
- Other things to consider: The Vice President works hand-in-hand with the President to ensure seamless leadership should s/he need to fill in at any time. The Vice President is often given oversight of the strategic plan and special assignments as they come up.

### **SECRETARY:**

**Role:** Elected to serve a two-year term as Secretary. Keeps, preserves, and disseminates accurate records on behalf of the association.

**Duties (as outlined in the bylaws):**

The duties of the Secretary shall be:

- To attend all Business and Governing Board meetings.
- To be responsible for the minutes of the Governing Board and Business meetings.
- To oversee the retention of all NAGAP records.
- To insure that notices of meetings are sent to the membership.
- To assume other responsibilities as directed by the President.

**Requisite Skills and Abilities:**

- Proficiency in word processing, electronic communication, and other means of communication required to perform role of Secretary.
- Knowledge of parliamentary procedure is helpful.
- Other things to consider: The Secretary is the liaison between the Governing Board and the Membership. Besides taking minutes of the meetings, keeping members effectively informed on activities of the Association between board meetings is an important part of the role.

## **NAGAP Governing Board: Role, Function, and Requisite Skills**

### **TREASURER:**

**Role:** Elected to serve a two-year term as Treasurer. Serves as custodian of the funds of the Association.

#### **Duties (as outlined in the bylaws):**

The duties of the Treasurer shall be:

- To attend all Business and Governing Board meetings.
- To oversee the funds and financial matters of NAGAP.
- To present an annual financial report to the membership.
- To have signatory authority for tax and financial purposes.
- To assume other responsibilities as directed by the President.

#### **Requisite Skills and Abilities:**

- Experience in finance and budgeting from work experience or a previous position on a not-for-profit board is helpful.
- Other things to consider: The Treasurer works very closely with the staff accountant. While the Treasurer is not responsible for producing the financial statements, s/he should feel comfortable presenting the financial position of the organization to the Board and members.

# NAGAP Governing Board: Role, Function, and Requisite Skills

## DIRECTORS

**Role:** Appointed to serve a two-year term. The Governing Board represents the membership and is responsible for managing all NAGAP business. Members of the Governing Board will chair committees and lead initiatives to further the mission and vision of NAGAP.

### **Duties (as outlined in the bylaws):**

These duties shall include, but are not limited to, the following:

Establish strategic direction for NAGAP, including:

- Review and articulate the mission and vision
- Develop goals and strategies for fulfilling the mission and achieving the vision
- Ensure that operational plans and budgets support the strategic direction
- Monitor progress toward strategic goals

Provide resources for NAGAP, including:

- Ensure comprehensive association management
- Promote member engagement
- Cultivate potential leaders
- Create and manage an annual budget
- Monitor and strengthen public standing

Oversee NAGAP's performance, including:

- Administer finances
- Manage risk
- Ensure legal and ethical integrity
- Maintain accountability
- Support and evaluate the work of the Executive Director

### **Requisite Skills and Abilities:**

- Active engagement in the Association as demonstrated by prior Board service, participation as a NAGAP committee member or chair, service on a chapter board, presentation(s) at the Annual Conference of the Association, etc.
- Demonstrated commitment to graduate enrollment management, through professional or volunteer service
- Ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group.
- Willing to prepare for and attend four (4) in-person annual board meetings and regular committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, and evaluate oneself.



## GOVERNING BOARD OF DIRECTORS COMMITMENT STATEMENT

**ROLE:** The Board provides policy parameters and guidelines for the governance and operation of NAGAP. In that capacity, the Board also ensures strong fiduciary oversight for NAGAP by ensuring the Association has adequate financial resources to support the vitality of NAGAP.

**COMMITMENT:** As a Board member of NAGAP, I am fully committed and dedicated to the Association's mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

1. I accept the bylaws and articles of incorporation and understand that I am morally responsible to serve in a leadership role and to advance and ensure the health and well-being of NAGAP.
2. I will attend Board meetings. This includes the four (4) in-person meetings and any others as assigned. I understand NAGAP will provide travel expense for three (3) in-person meetings, but with the Board meeting held at the NAGAP Annual Conference travel is at my own expense and NAGAP will provide only one hotel night. I also understand that I may be asked to resign if I miss two consecutive meetings or miss any two meetings in a 6-month period.
3. If I am unable to attend a meeting, I will notify the NAGAP Secretary and Executive Director as soon as possible prior to the date of the meeting.
4. I will serve actively on at least one of the standing or other committees as assigned.
5. I will actively engage in promoting revenue-generating activities for the Association.
6. I will share resources and talents with NAGAP, including professional or personal expertise.
7. I will attend the NAGAP Annual Conference and take a leadership role in supporting the event by introducing presenters, moderating sessions, and welcoming and introducing new attendees to other attendees and NAGAP members.
8. I will serve as an advocate and ambassador for NAGAP, promoting its programs to the community.
9. I understand Board members serve a two-year term. The level of each Board member's participation is reviewed annually.
10. In signing this document, I understand that every Board member is making a statement of faith about every other Board member. We trust each other to carry out the above agreements to the best of our ability. I understand if I am unable to meet the above commitment, I will offer my resignation.

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Signature

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Date