



## **Missouri College Personnel Association**

### *Executive Council Position Descriptions*

#### **President**

*The President is a voting member of the Executive Council, elected by the membership of MoCPA.*

Term of Office: The term of the President is 3 years: the first as President-Elect, the second as President, and the third as Past President.

#### Constitutional Description:

It shall be the duty of the President to preside at the annual meeting and all other general meetings of this Association; to consider all motions regularly made; to call and preside at special meetings; and to appoint all committees not otherwise provided for in the Bylaws. The President shall be an ex-officio member of all committees.

#### Specific Duties:

- \* Arrange for and chair all Executive Council and Business Meetings.
- \* Provide support for other Association leaders and ensure that they are able to fulfill their duties.
- \* Develop collaborative efforts to enhance professional development of Student Affairs professionals.
- \* Serve as a liaison for the Association to the Missouri Council for Student Affairs.
- \* Delegate tasks to other Association leaders as necessary.
- \* Appoint individuals to positions on the Executive Council and Committees.
- \* Provide President's letter and other information to Technology Coordinator to share with membership.
- \* Represent the Association at ACPA-College Student Educators International Leadership Meetings during the Summer July Leadership Meeting and ACPA annual convention.
- \* Attend all Association conferences, drive-ins and Executive Council meetings or appoint an appropriate substitute.
- \* Assist with the transition of incoming President.

## **President-Elect**

*The President-Elect is a voting member of the Executive Council, elected by the membership of MoCPA.*

Term of Office: The term of the President-Elect is 3 years: the first as President-Elect, the second as President, and the third as Past President.

### Constitutional Description:

The President-Elect shall become familiar with the work of this Association in preparation for the ensuing term as President, and shall serve as an ex-officio member of all committees. In the absence of the President, the President-Elect shall preside over meetings or handle other Association business as necessary.

### Specific Duties:

- \* Arrange for and chair all Executive Council and Business Meetings at which the President cannot attend.
- \* Chair the Nominations and Elections Committee.
- \* As requested by the President, represent the Association at ACPA-College Student Educators International Leadership meetings.
- \* Support the President as requested by completing tasks or leading projects.
- \* Assign Members-at-Large and Institutional Representatives to special projects and Ad Hoc committees.
- \* At a minimum, attend either the Association annual conference or a drive-in workshop.
- \* At a minimum, attend three Executive Council meetings per year.
- \* Assist with the transition of incoming President-Elect.

## **Past President**

*The Past President is a voting member of the Executive Council, elected by the membership of MoCPA.*

Term of Office: The term of the Past President is 3 years: the first as President-Elect, the second as President, and the third as Past President.

Constitutional Description:

None.

Specific Duties:

- \* Support the President as requested by completing tasks or leading projects.
- \* Chair the Awards Committee.
- \* Facilitate Association nominations for ACPA-College Student Educators International Awards.
- \* Serve as a member of the Nominations and Elections Committee.
- \* At a minimum, attend either the Association annual conference or a drive-in workshop.
- \* At a minimum, attend three Executive Council meetings per year.
- \* Assist with the transition of the incoming President.

## **Recording Secretary**

*The Recording Secretary is a voting member of the Executive Council, elected by the membership of MoCPA.*

Term of Office: Elected, 2-year term

### Constitutional Description:

The Recording Secretary shall record all official business meetings of this Association and shall transmit the minutes in writing to the President.

### Specific Duties:

- \* Take minutes at all Executive Council and Association business meetings.
- \* Distribute minutes to appropriate people in a timely fashion.
- \* Maintain attendance roster and inform President as appropriate.
- \* Work on special projects or committees as needed.
- \* At a minimum, attend either the Association annual conference or a drive-in workshop.
- \* At a minimum, attend three Executive Council meetings per year.
- \* Assist with the transition of incoming Secretary.

## **Institutional Representative (3 positions)**

Two-year (community/junior colleges), Private four-year colleges/universities, and Public four-year colleges/universities

*The Institutional Representatives are voting member of the Executive Council, elected by the membership of MoCPA.*

Term of Office: Elected, 2-year term

### Constitutional Description:

Each Institutional Representative shall represent one of three distinct segments of higher education- **community/junior colleges**, **private four-year colleges/universities** and **public four-year colleges/universities**- to the Association. Each Institutional Representative shall serve on at least one committee of the Association.

### Specific Duties:

- \* Speak for the unique interests of the segment of higher education being represented.
- \* Solicit input from institutions regarding current issues facing our profession and provide information to the conference committees and technology coordinator for development of presentations and articles.
- \* Assist recruitment of Missouri student affairs professionals and paraprofessionals with regards to Association involvement and membership.
- \* Maintain contact with institutions in the segment of higher education, assisting in the development of an up-to-date student affairs professional's directory and focusing on keeping student affairs professionals from not regularly active campuses informed.
- \* Submit at least one item to be posted on the website blog per year.
- \* Work on special projects or committees as needed.
- \* At a minimum, attend either the Association annual conference or a drive-in workshop.
- \* At a minimum, attend three Executive Council meetings per year.
- \* Assist with the transition of incoming Institutional Representative.

## **Member-At-Large (Equity & Inclusion emphasis)**

*The Members-At-Large are voting member of the Executive Council, elected by the membership of MoCPA.*

**Term of Office:** Elected, 2-year term

**Constitutional Description:** Each Member-At-Large shall represent the diverse interests of the Association Members, including the usual functional areas represented in student affairs work. Each Member-at-Large shall serve on and chair at least one committee of the Association.

### **Specific Duties:**

- Coordinate and develop best practices as they pertain to equity and inclusion for MoCPA membership.
- Update and oversee implementation of the organization's comprehensive plan for equity and inclusion.
- Assist the Membership Coordinator, Treasurer, or the Conference/Drive-In Chairs in their duties or take another special project for the association.
- Submit at least one item to be posted on the website blog per year.
- Work on special projects or committees as needed.
- At a minimum, attend either the Association annual conference or a drive-in workshop.
- At a minimum, attend three Executive Council meetings per year.
- Assist with the transition of incoming Member-At-Large.

## **Member-At-Large (Professional & Career Development emphasis)**

*The Members-At-Large are voting member of the Executive Council, elected by the membership of MoCPA.*

**Term of Office:** Elected, 2-year term

**Constitutional Description:** Each Member-At-Large shall represent the diverse interests of the Association Members, including the usual functional areas represented in student affairs work. Each Member-at-Large shall serve on and chair at least one committee of the Association.

### **Specific Duties:**

- Coordinate and develop best practices as they pertain to professional and career development opportunities for MoCPA members based upon trending topics and issues that need attention.
- Assist the Membership Coordinator, Treasurer, or the Conference/Drive-In Chairs in their duties or take another special project for the association.
- Submit at least one item to be posted on the website blog per year.
- Work on special projects or committees as needed.
- At a minimum, attend either the Association annual conference or a drive-in workshop.
- At a minimum, attend three Executive Council meetings per year.
- Assist with the transition of incoming Member-At-Large.

## **Member-At-Large (Assessment & Strategic Planning emphasis)**

*The Members-At-Large are voting member of the Executive Council, elected by the membership of MoCPA.*

**Term of Office:** Elected, 2-year term

**Constitutional Description:** Each Member-At-Large shall represent the diverse interests of the Association Members, including the usual functional areas represented in student affairs work. Each Member-at-Large shall serve on and chair at least one committee of the Association.

### **Specific Duties:**

- Coordinate and develop best practices as they pertain to assessments for MoCPA membership.
- Update and oversee implementation of the organization's strategic plan.
- Assist the Membership Coordinator, Treasurer, or the Conference/Drive-In Chairs in their duties or take another special project for the association.
- Submit at least one item to be posted on the website blog per year.
- Work on special projects or committees as needed.
- At a minimum, attend either the Association annual conference or a drive-in workshop.
- At a minimum, attend three Executive Council meetings per year.
- Assist with the transition of incoming Member-At-Large.



## **Treasurer**

*The Treasurer is a voting member of the Executive Council, and through an application process coordinated by the Nominations and Election Committee, is appointed.*

Term of Office: Appointed, 2-year term

### Constitutional Description:

The Treasurer shall receive all monies belonging to this Association; keep an account of all receipts and expenditures; pay all bills charged against the Association upon written

authorization of the President; present in writing a financial report at the end of each fiscal year and at any other time as requested by the Executive Council.

### Specific Duties:

- \* Prepare a fiscal year budget for approval by the Executive Council two times per year.
- \* Present Treasurer report at Executive Council and Association business meetings.
- \* Present Association annual budget at June meeting using information submitted from other Executive Council members by April each year.
- \* Facilitate transition between incoming and outgoing treasurer including fiscal documentation and account transfer.
- \* Maintain Association bank or savings accounts.
- \* Make recommendations regarding investments and other accounts with fiscal committee.
- \* Complete checks and reimbursements in a timely manner as needed by other association leaders.
- \* Create (with approval of the Executive Council) and enforce financial policies of the Association.
- \* Maintain a close working relationship with individuals working on conferences, workshops, and sponsorship.
- \* At a minimum, attend either the Association annual conference or a drive-in workshop.
- \* At a minimum, attend three Executive Council meetings per year.

## **Membership Coordinator**

*The Membership Coordinator is a voting member of the Executive Council, and through an application process coordinated by the Nominations and Election Committee, is appointed.*

Term of Office: Appointed, 1-year term

Constitutional Description:

None.

Specific Duties:

- \* Coordinate all Association communication with members and other entities.
- \* Maintain database of MoCPA members with contact information and membership payment dates.
- \* Work with Institutional Representatives to create and maintain appropriate directories.
- \* At a minimum, attend either the Association annual conference or a drive-in workshop.
- \* At a minimum, attend three Executive Council meetings per year.
- \* Assist with the transition of incoming Membership Coordinator.

## **Technology Coordinator**

*The Technology Coordinator is a voting member of the Executive Council, and through an application process coordinated by the Nominations and Election Committee, is appointed.*

Term of Office: Appointed, 1-year term

Constitutional Description:

None.

Specific Duties:

- \* Maintain and coordinate Association public website, leadership document storage and archival system, social network sites and accounts, news blogs, and other technology information management systems.
- \* Assist the Executive Council in utilizing technology and web resources to advance organizational mission.
- \* Provide usage statistics for information management systems.
- \* Maintain contact with the ACPA-College Student Educators International office to ensure continued hosting of Association website.
- \* Facilitate transfer of accounts and permissions to the incoming Technology Coordinator.

## **Publicity Coordinator**

*The Publicity Coordinator is a voting member of the Executive Council, and through an application process coordinated by the Nominations and Election Committee, is appointed.*

Term of Office: Appointed, 1-year term

Constitutional Description:

None.

Specific Duties:

- \* Prepare and distribute Association press releases.
- \* Approve all publications, logo usage, and other Association publicity materials and communications.
- \* Create and print Association brochures and other publicity.
- \* Assist in promoting the annual conference, drive-ins and other events and activities.
- \* Manage and maintain promotional materials, give-away items, and supplies for organization.
- \* Serve as the primary contact for the Association for promotional material acquisition.
- \* Coordinate the Association showcase table and event for the ACPA annual convention.
- \* Assist with the transition of incoming Coordinator.

## **Sponsorship Coordinator**

*The Sponsorship Coordinator is a voting member of the Executive Council, and through an application process coordinated by the Nominations and Election Committee, is appointed.*

Term of Office: Appointed, 1-year term

Constitutional Description:

None.

Specific Duties:

- \* Locate potential sponsors for the annual conference and drive-ins.
- \* Contact past sponsors to secure donations/funding/gifts for conference and drive-ins.
- \* Work with Executive Council to secure donations.
- \* Create and maintain a database of past donors.
- \* Create and maintain a database of outsourced corporations utilized by Association members.
- \* Work with conference committee to ensure that all corporate giving obligations are met.
- \* Work with Treasurer to confirm all donations are received and accounted for.
- \* Serve as primary liaison, or designate other, between sponsors and organization at conferences.
- \* Assist with the transition of incoming Coordinator.

## **Graduate Student Representative**

*The Graduate Student Representative is a voting member of the Executive Council, and through an application process coordinated by the Nominations and Election Committee, is appointed.*

Term of Office: Appointed, 1-year term

Constitutional Description:

None.

Specific Duties:

- \* Develop and maintain a database of current Missouri graduate programs, related to Student Affairs.
- \* Maintain contact with graduate programs and communicate learning opportunities provided by the Association, i.e. conference, drive-ins, case-study competitions, etc.
- \* Survey graduate programs to determine needs and how the Association might assist in meeting those needs.
- \* Represent the graduate student perspective at meetings and other events/activities.
- \* Assist the conference committee in soliciting programs that meet the needs and interests of graduate students, as well as soliciting graduate students to present programs.
- \* Assist with the transition of incoming Representative.

## **Faculty Liaison**

*The Faculty Liaison is a voting member of the Executive Council, and through an application process coordinated by the Nominations and Election Committee, is appointed.*

Term of Office: Appointed

Constitutional Description:

None.

Specific Duties:

- \* Provide feedback on MOCPA events and activities that will enhance the curricular and professional experience for Missouri graduate students.
- \* Work with the Executive Committee and Conference Committee to find and secure keynotes for the conference.
- \* Assist with the development of the case-study to be used at the conference case-study competition.
- \* Assist with the transition of incoming Liaison.

## **Drive-In Conference Chair**

*The Drive-In Conference Chair is a voting member of the Executive Council, and through an application process coordinated by the Nominations and Election Committee, is appointed.*

Term of Office: Appointed, 1-year term

Constitutional Description:

None.

Specific Duties:

- \* Recruit volunteers to help plan the drive-in conference (usually at or near the chair's institution) and coordinate their work.
- \* Keep the Executive Council regularly updated on conference planning process.
- \* In consultation with the Treasurer and the Executive charged with sponsorship, create a budget for the conference.
- \* Solicit strong educational programs and major speakers.
- \* Market the conference to as many professionals in the state as possible and track registrations.
- \* Coordinate publication of conference updates for the website.
- \* At a minimum, attend three Executive Council meetings per year.
- \* Assist with the transition of incoming Chair.



## **Annual Conference Co-Chair (2)**

*The Annual Conference Co-Chairs are voting members of the Executive Council, and through an application process coordinated by the Nominations and Election Committee, are appointed.*

Term of Office: Appointed, 1-year term

Constitutional Description:

None.

Specific Duties:

- \* Assists in recruiting volunteers to help plan conference and coordinate their work.
- \* Keep Executive Council regularly updated on conference planning process.
- \* Assist with the solicitation of strong educational programs and major speakers.
- \* Market the conference to as many professionals in the state as possible and track registrations.
- \* Assist with the publication of conference updates on the website.
- \* Arrange for and chair conference planning meetings at which other Co-Chair cannot attend.
- \* Support other Co-Chair as requested by completing tasks or leading projects.
- \* Assign conference committee members to special projects and Ad Hoc committees.
- \* At a minimum, attend either the Association annual conference or a drive-in workshop.
- \* At a minimum, attend one Executive Council meetings per year.
- \* Assist with the transition of incoming Co-Chairs.