

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

OHIO COLLEGE PERSONNEL ASSOCIATION Executive Board Member Responsibilities

GENERAL RESPONSIBILITIES

Members of the OCPA executive board are responsible for policy formation, governance of OCPA and all fiscal matters pertaining to the OCPA. Duties of executive board members include:

- Prepare for, attend, and participate in all executive board meetings.
- Attend all OCPA professional development events and executive board meetings, including the board transition meeting.
- Participate in and provide leadership for OCPA standing committees and other OCPA functions.
- Submit a written set of goals to the president by stated due date.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the president by the transition meeting.
- Maintain OCPA documents related to your position and update all documents in OCPA shared folders.
- Submit a written budget request for each area of responsibility to the treasurer by stated due date.
- Make regular reports about OCPA related activities to the executive board.
- Assist in OCPA planning and decision-making including policy development and implementation and personnel matters.
- Assist in the development and implementation of OCPA and program standards, and be able to communicate those standards effectively to all constituencies.
- Oversee OCPA financial matters in consultation with the treasurer and assistant treasurer.
- Assist in the development of programs, conferences, and other activities in the state.
- Serve in an advisory role to professional development events.
- Serve as a resource person for OCPA members.
- Assist in OCPA membership recruitment efforts.
- Assist in identifying and encouraging qualified members, especially individuals who hold traditionally underrepresented identities, to apply for OCPA leadership positions.
- Elect and appoint executive board members as prescribed in the by-laws.
- Submit relevant articles/information to the OCPA Newsletter.
- Perform other duties as determined by the president and/or executive board.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

DESIRABLE CHARACTERISTICS OF A BOARD MEMBER

- Demonstrated commitment to the student affairs/higher education profession.
- Knowledge of and commitment to the structure, purposes, and goals of OCPA.
- Willingness to accept responsibilities inherent in executive board membership including preparation for and attendance at board meetings and other OCPA activities; active participation and leadership on OCPA committees; and appropriate communication with OCPA members, officers and prospective members.
- A commitment to an understanding of humanity that serves as a foundation for honoring, celebrating, and illuminating the rich diversity that exist in and between all of us.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

President-Elect

DESCRIPTION

The president-elect is the first year of a three-year elected position, with the expectation that the person will serve as president-elect, continue to the role of president and then past-president, serving for one-year in each role.

SPECIFIC DUTIES

- Act as president at all association, executive council, or executive board meetings in the absence of the president.
- Serve the current president's term if they are unable to do so.
- Become familiar with the work of the association in preparation for the term as president.
- In consultation with the president and executive council, assign responsibility to careers conference chairs in accordance with the bylaws of the association and follow through to insure the performance of all tasks.
- Maintain contact with assigned chair positions and give updates on activities and accomplishments at tri-president calls.
 - Careers in Student Affairs Conference Chair
 - Assistant Careers in Student Affairs Conference Chair
 - Equity and Inclusion Chair
 - Professional Development Chair
 - Development Chair
 - Treasurer
 - Assistant Treasurer
- Oversee the strategic plan.
- Seek qualified volunteers and facilitate the election and appointment process.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

President

DESCRIPTION

The president is the second year of a three-year elected position, with the expectation that the person will serve as president-elect, continue to the role of president and then past-president, serving for one-year in each role.

SPECIFIC DUTIES

- The President shall be chief officer of the association and shall preside at all business meetings and all meeting of the executive board and executive council.
- Appoint all committees and committee chairs.
- Serve as an efficient member of all committees and work directly with appointed officers advising them of their duties and the operations of accordance with these bylaws.
- Produce an annual organizational report.
- Represent OCPA at external events.
- Maintain contact with assigned chair positions and give updates on activities and accomplishments at tri-president calls.
 - Annual Conference Chair
 - Assistant Annual Conference Chair
 - Secretary and Membership Chair
 - Awards Chair
 - Technology Chair
 - Communications Chair
- Coordinate tri-president calls as necessary

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Past-President

DESCRIPTION

The past-president is the final year in a three-year elected position, with the expectation that the person will serve as president-elect, continue to the role of president and then past-president, serving for one-year in each role.

SPECIFIC DUTIES

- Provide guidance and historical knowledge to the president and president-elect.
- Serve as assistant to the president.
- Serve as president in the absence of the president and president elect.
- Chair the past presidents advisory committee.
- Maintain contact with assigned chair positions and give updates on activities and accomplishments at tri-president calls.
 - 4-year public member at-large
 - 4-year private member at-large
 - 2-year college member at-large
 - Graduate student members at-large
 - Don Schweingruber Senior Student Affairs Officer
 - Faculty liaison
 - Journal editor
 - Historian
- In cooperation with the members-at-large and the secretary, lead the development and update of the association's membership recruitment and retention plan. Review and update the plan on an annual basis.
- Oversee the revision of the bylaws, if necessary.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Treasurer

DESCRIPTION

The treasurer shall be a two-year position that transitions from a two-year assistant treasurer position, both appointed by the president, upon recommendation of the executive council.

SPECIFIC DUTIES

- Collect all membership dues and other payments related to organizational operations.
- Have signature authority for OCPA banking accounts and manage accounts in accordance with approved budget.
- Serve as a liaison with secretary & membership chair.
- Prepare a line item fiscal year budget for the organization with approval of the executive board.
- Maintain accurate financial records for the organization.
- Monitor and disburse OCPA funds in accordance with the approved yearly budget.
- Coordinate income and expense reports for the annual conference and all workshops in coordination with the conference chair and professional development chair. The treasurer will reconcile conference and/or professional development event expenses within 60 days.
- Present yearly budget report to the association at the annual business meeting and at the request of the president.
- Prepare a yearly final report of all financial transactions for dissemination on the organization's website and/or newsletter.
- Submit all records and final annual report for audit with the executive board and file appropriate IRS forms.
- Report on association's investments and make recommendations as appropriate for changes in investments.
- Train executive board members on use of treasury forms, budget development and organizational fiscal responsibility.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Assistant Treasurer

DESCRIPTION

The assistant treasurer shall be a two-year position that transitions to a two-year treasurer position, both appointed by the president, upon recommendation of the executive council.

SPECIFIC DUTIES

- The assistant treasurer works with the careers in student affairs conference chairs to manage the budget and will reconcile conference expenses within 60 days.
- The assistant treasurer works with the treasurer and shall have signature authority for OCPA banking accounts.
- Fulfills all treasurer duties in the absence of the treasurer.
- Learns the treasurer's role.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Don Schweingruber Senior Student Affairs Officer Position Description

DESCRIPTION

The senior student affairs officer position is a two-year appointed position by the president, upon recommendation of the executive council.

SPECIFIC DUTIES

- Represent the general interest of senior student affairs officers (SSAOs) to the executive board.
- Work to establish ongoing relationships with SSAOs across the state of Ohio.
- Communicate program topics and/or potential presenter names that are most pertinent to SSAOs to the annual conference and careers in student affairs conference chairs to ensure relevancy of conference to SSAOs.
- Coordinate a meeting session for SSAOs at the annual conference for these members to be able to network and consult with one another.
- Have knowledge of current SSAOs in OCPA's membership and work to recruit additional SSAOs to OCPA.
- Work with professional development chair to design professional development opportunities that are relevant to SSAOs.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Graduate student member at-large (2 positions)

DESCRIPTION

The graduate member at-large position is a one-year elected position to represent graduate students across the state of Ohio.

SPECIFIC DUTIES

- Represent the general interest of the graduate student membership to the executive board.
- Coordinate the case study program at the annual conference including recognition and gifts for winners, participants, and judges.
- Work to establish a liaison in each preparation program in Ohio. Correspond regularly with these liaisons to promote membership and involvement. Provide membership information to all professional preparation programs annually.
- In cooperation with the other members-at-large and the secretary, and with the leadership of the past-president, develop a membership recruitment and retention plan for the association. Review and update the plan on an annual basis.
- Communicate program topics and/or potential presenter names to annual conference and careers in student affairs conference chairs to ensure constituency representation at OCPA's major events.
- Work with the professional development chair to coordinate relevant professional development events throughout the year for graduate students.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Members-at-Large; 2 year, 4 year-private, & 4 year-public

DESCRIPTION

The member at-large positions are a two-year elected position to represent members from their respective institutional type across the state of Ohio.

SPECIFIC DUTIES

- Represent the general interest of the membership to the executive board.
- In cooperation with the other members-at-large and the secretary, and with the leadership of the past president, develop a membership recruitment and retention plan for the association. Review and update the plan on an annual basis.
- Work to establish a liaison at each constituency campus. Correspond regularly with these liaisons to promote membership and involvement.
- Communicate program topics and/or potential presenter names to annual conference and careers in student affairs conference chairs to ensure constituency representation at OCPA's major events.
- Coordinate a roundtable session at the annual conference for campus liaisons with other members-at-large.
- Recruit new membership from underrepresented institutions.
- Review applications for awards given during the careers conference and annual conference.
- Work with the secretary to maintain a current list of all constituent institutions.
- Serve as liaison to statewide and national professional organizations representing the interests of OCPA in consultation with the past-president for the purposes of strengthening OCPA's professional service and ties to the higher education professional community.
- Work with the professional development chair to coordinate professional development events throughout the year that meet the needs of their respective constituent groups.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Annual Conference Chair

DESCRIPTION

The annual conference chair is a one-year appointed position by the president, upon recommendation from the executive council. The expectation is that the assistant annual conference chair will become the annual conference chair the subsequent year.

SPECIFIC DUTIES

- Provide leadership for all aspects of the planning, presentation and evaluation of “Ohio’s Conference for Student Affairs.”
- Based on the previous year’s outcome, develop and present a proposed conference operating budget to the treasurers to be included with the overall budget and approved by the executive board.
- Recruit a conference planning committee representative of the general membership.
- Develop and maintain an event planning timeline. Initiate and ensure regular communication with subcommittee chairs and executive board throughout the process.
- Manage the conference planning subcommittees to ensure all marketing, web site, registration, technical, and logistical aspects of the conference planning are on timeline.
- Work with the committee to develop the theme and select a keynote speaker.
- Manage silent auction in coordination with development chair.
- Recruit outside sponsorships in coordination with the development chair.
- Coordinate catering and conference services.
- Manage billing and accounting in conjunction with treasurer.
- Work with the treasurer to submit a budget wrap-up within two months of the conference’s completion to the executive board.
- Submit a comprehensive conference evaluation within two months of the event’s completion to the executive board.
- Evaluate hotel/conference center options for future years in consultation with the president and executive board. Formalize contract with the selected facility in consultation with the president and executive board.
- Review potential needs and recommend action regarding the acquisition of event insurance.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Assistant Annual Conference Chair

DESCRIPTION

The assistant annual conference chair is a one-year appointed position by the president, upon recommendation from the executive council. The expectation is that the assistant annual conference chair will become the annual conference chair the subsequent year.

SPECIFIC DUTIES

- Assist the chair in providing leadership for all aspects of the planning, presentation and evaluation of “Ohio’s Conference for Student Affairs.”
- Learn the role of the annual conference chair.
- Work with the chairs of the conference committees as directed by the annual conference chair.
- Assume the duties of chairing the annual conference if the chair is unable to fulfill their obligation.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Awards Chair

DESCRIPTION

The awards chair is a two-year appointed position by the president, upon recommendation from the executive council.

SPECIFIC DUTIES

- Coordinate the awarding of all OCPA awards at the careers in student affairs conference and the annual conference including collaborating with the conference chairs to plan the awards ceremony.
- Solicit and appoint a diverse awards selection committee.
- Update nomination form and material submission details.
- Recruit award nominations through OCPA News, direct member emails and the OCPA Website and social media sites.
- Coordinate purchase of plaques for all awards given by OCPA.
- Submit to the historian within one month of the completion of the awards ceremony at each conference a detailed listing of the awards recipients including their biographies, nomination information, etc.
- Submit to the technology chair within one month of the completion of the awards ceremony at each conference a detailed listing of the awards recipients including their biographies, nomination information, etc. so the technology chair can update the website.
- Investigate other possible awards categories.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Careers in Student Affairs Conference Chair

DESCRIPTION

The careers in student affairs conference chair is a one-year appointed position by the president, upon recommendation from the executive council. The expectation is that the assistant careers in student affairs conference chair will become the careers in student affairs conference chair the subsequent year.

SPECIFIC DUTIES

- Coordinate all aspects of the annual careers in student affairs conference designed for undergraduate, post-baccalaureate, and graduate students who are aspiring to professional career leadership positions in student affairs.
- Based on the previous year's outcome, develop and present a proposed conference operating budget to the assistant treasurer to be incorporated in the annual budget and approved by the executive board.
- Recruit a conference planning committee representative of membership/institutions.
- Work with the committee to develop the theme and select a keynote speaker.
- Coordinate all marketing, call for programs, registration materials, conference program and evaluations in conjunction with communications chair.
- Coordinate with technology chair posting of all conference information on website.
- Develop and solicit conference advertisement and sponsorship in conjunction with development chair.
- Manage graduate school fair from in and out-of-state preparatory programs.
- Coordinate catering and conference services.
- Manage billing and accounting in conjunction with the treasurer and assistant treasurer.
- Work with the treasurer and assistant treasurer to submit a budget wrap-up within two months of the conference's completion to the executive board.
- Submit a comprehensive conference evaluation within two months of the event's completion to the executive board.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Assistant Careers in Student Affairs Conference Chair

DESCRIPTION

The assistant careers in student affairs conference chair is a one-year appointed position by the president, upon recommendation from the executive council. The expectation is that the assistant careers in student affairs conference chair will become the careers in student affairs conference chair the subsequent year.

SPECIFIC DUTIES

- Assist the chair in coordinating all aspects of the annual careers in student affairs conference designed for undergraduate, post-baccalaureate, and graduate students who are aspiring to professional career leadership positions in student affairs.
- Learn the role of the careers in student affairs conference chair.
- Work with the chairs of the conference committees as directed by the conference chair.
- Assume the duties of chairing the conference if the chair is unable to fulfill their obligation.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Communications Chair

DESCRIPTION

The communications chair is a two-year appointed position by the president, upon recommendation from the executive council.

SPECIFIC DUTIES

- Serve as a liaison with the secretary/membership chair, conference chairs, and the tri-presidents to ensure optimal communication with our members.
- Design and manage strategic communications to promote the programs and services of OCPA, including the association's monthly newsletters. Responsible for developing a communication strategy and/or plan, brand, and tagline to enhance organizational effectiveness.
- Assist with membership recruitment and retention efforts.
- Evaluate, revise, and/or enhance OCPA promotional materials and other media efforts.
- Oversee and coordinate all social media efforts of OCPA.
- Provide assistance to the annual conference and careers in student affairs conference with branding, marketing, and publications.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Equity and Inclusion Chair

DESCRIPTION

The equity and inclusion chair is a two-year appointed position by the president, upon recommendation from the executive council.

SPECIFIC DUTIES

- Coordinate with annual conference chair to ensure inclusion of conference sessions addressing issues of diversity, equity, and inclusion.
- Update the diversity resource guide every two years. Provide necessary addendum in the years it is not fully revised.
- Recommend strategies for increasing the diversity of the OCPA membership, educating the membership about diversity issues, and providing mentoring and involvement opportunities.
- Work with president-elect to ensure that the election and appointment process is recruiting candidates from diverse backgrounds.
- Work with the professional development chair to ensure that issues of equity and inclusion are being incorporated in professional development events throughout the year.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Development Chair

DESCRIPTION

The development chair is a two-year appointed position by the president, upon recommendation from the executive council.

SPECIFIC DUTIES

- Locate corporate sponsors to provide financial support for events, promotional items, receptions, and other appropriate expenditures based upon OCPA needs.
- Liaison with treasurer and conference chairpersons to effectively develop and account for external funding for OCPA conferences and other events.
- Brainstorm potential sponsorship opportunities and work with president-elect to approach potential sponsors and secure funding.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Faculty Liaison

DESCRIPTION

The faculty liaison is a two-year appointed position by the president, upon recommendation from the executive council.

SPECIFIC DUTIES

- Maintain contact with Ohio graduate preparation program faculty through individual campus liaisons.
- Organize and coordinate state graduate preparation faculty participation at OCPA conferences and other events.
- Communicate and effectively represent suggestions/questions/concerns from state graduate preparation faculty to the executive board in a timely manner.
- Work with professional development chair to ensure that professional development opportunities are meeting the needs of faculty across the state.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Journal Editor

DESCRIPTION

The journal editor is a two-year appointed position by the president, upon recommendation from the executive council.

SPECIFIC DUTIES

- Oversee the Journal of Research, Assessment, and Practice in Higher Education, and ensure that a new issue is published twice a year.
- Publicize article submission process and recruit prospective authors to write articles for submission to the journal.
- Work with annual conference chair and assistant chair to capture conference proceedings for publication.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Secretary and Membership Chair

DESCRIPTION

The secretary and membership chair is a three-year elected position.

SPECIFIC DUTIES

- Recruits and develops an effective membership committee to ensure enough resources for membership responsibilities. This committee should include the graduate, 4-year public, 4-year private, & 2-year member-at-large positions and work to recruit new members and maximize relationships with current members.
- Creates programs that strengthen member relations and membership promotion.
- Creates innovative strategies to promote membership renewal and retention.
- Provides board reports and program updates, as needed.
- Keep all records of the Association
- Record all the minutes of all business meetings of the association and the executive board
- Handle all the correspondence of the association
- Maintain the membership database
- Serve as liaison with the communication chair, technology chair, historian, and conference chairs.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Historian

DESCRIPTION

The historian is a two-year appointed position by the president, upon recommendation from the executive council.

SPECIFIC DUTIES

- Coordinate the collection of OCPA meeting minutes, pictures, website data, conference materials and other items of historical value.
- Liaison with the Bowling Green State University archives to deliver and preserve collected material.
- Ensure payment of appropriate fees to the Bowling Green State University archives.

OCA EXECUTIVE BOARD POSITION DESCRIPTIONS

Technology Chair

DESCRIPTION

The technology chair is a two-year appointed position by the president, upon recommendation from the executive council.

SPECIFIC DUTIES

- Update the OCPA web site with current information about conferences, elections, OCPA meetings and communications, and any other information important to OCPA members.
- Promote the OCPA web site to the OCPA membership and outside constituents.
- Select and maintain accounts with the internet service provider (ISP) and domain name (myocpa.org) provider. Forward bills to the treasurer for prompt payment.
- Assist conference planners with decisions about the use of technology.
- Assist OCPA officers and committees in identifying and implementing ways to use technology to reach OCPA goals.
- Oversee the maintenance of NEON or other CRM software.
- Train executive council members on the use of the website and NEON as appropriate.

OCPA EXECUTIVE BOARD POSITION DESCRIPTIONS

Professional Development Chair

DESCRIPTION

The professional development chair is a two-year appointed position by the president, upon recommendation from the executive council.

SPECIFIC DUTIES

- Recruits and develops an effective committee to implement at least two professional development opportunities to membership outside of the annual conference.
- Identify hot topics or trends of interest to membership.
- Identify resources needed for professional development opportunities outside of the annual conference and submit budget to treasurer for inclusion in annual budget to be approved by the executive board.
- Explore the feasibility and interest of various mediums of implementing professional development, including drive-ins, book clubs, social media, pre or post conference workshops, etc.
- Seek opportunities to collaborate with other state, regional, and functional area associations to cross promote and collaborate on professional development opportunities.