

## **Board Officer Job Descriptions December 2023**

### **President**

The Board President presides at all meetings of the Board of Directors, the Executive Committee, and other meetings as required. The Board President may serve as an ex officio member of all committees of the organization at their discretion. The Board President oversees the implementation of Board and organizational policy as the Board's primary liaison with The RP Group's Executive Director. The Board President works with the Executive Director and Board officers to develop the agendas for Board meetings. The Board President chairs the Executive Committee and co-chairs the Strategic Planning and Equity, Diversity, and Inclusion Committees with the Executive Director. The Board President works with the Executive Committee to make recommendations to the full Board for the appointment of Board members to serve on and/or chair Board committees and taskforces.

### **President Elect/Past President**

The President Elect prepares to assume the office of the Board President by assisting the Board President with the execution of their duties. The Past President serves this final year on the Board to assist the incoming President's transition into the position. In the event that the office of Board President is vacated during the President's term, the President Elect or Past President will assume the role of Board President. The President Elect will serve on the Executive Committee, chair the Audit Committee, attend CCCCCO Consultation Council meetings, assume the functions of the President in the President's absence, and perform other duties as requested by the Board President.

### **Secretary/Treasurer**

The Secretary/Treasurer ensures that the actions of the Board are documented in meeting minutes. The Secretary/Treasurer will ensure that a copy of the bylaws is maintained and accessible. The Secretary/Treasurer provides (or ensures the provision of) notice of Board meetings as required, including written agendas and appropriate background materials. The Secretary/Treasurer ensures that written minutes are provided to Board members and that financial records are maintained; participates in the preparation of the budget, and ensures that the assets are protected and invested according to established policy. The Secretary/Treasurer serves as chair of the Finance Committee. The Secretary/Treasurer ensures that comprehensive financial reports to the Board are prepared in a timely and accurate manner and

that the complete financial records of the organization are available to the firm preparing the annual financial audit.

### **Vice President for Board Development and Membership Engagement**

The Vice President for Board Development is charged with advancing important conversations and initiatives with the aim of building the capacity of The RP Group's Board and strengthening the organization's relationship with its members. Responsibilities include: chairing the Board Development Committee, strategic recruitment of potential Board members (including an analysis of the current Board skills); structuring onboarding of new members; advising the Executive Committee on Board committee assignments; recommending members for leadership positions on the Board; supporting the Board in identifying and responding to member issues and concerns; encouraging member engagement and retention; leading policy conversations among Board members about the structure of the membership program (including membership fees and benefits).

### **Vice President for IRPE Professional Development**

The Vice President for IRPE Professional Development is charged with leading efforts to provide professional development for the institutional research, planning, and effectiveness (IRPE) field. Responsibilities include: co-chairing the IRPE-PD Steering Committee with the Senior Director of Professional Development and Director of Learning and Strategy and serving on at least one of the IRPE-PD planning committees.

### **Executive Director (non-voting)**

The Executive Director is the chief executive officer for the organization and works closely with the Board President and the rest of the Executive Committee to set the overall strategic direction for the organization. Responsibilities include: overseeing all operations; translating the organization's mission, vision, values, and goals into research and professional development services; fiscal planning and oversight; resource and contract development; Board development and support; and partner and membership relations.

## **Board Officer Position Descriptions (short form)**

### **Board President**

The Board President presides at all meetings of the board of directors and executive committee. The President has other powers and duties prescribed by the Board. The Board President oversees the implementation of Board and organizational policy as the Board's primary liaison with The RP Group's Executive Director.

### **President Elect/Past President**

The President Elect prepares to assume the office of the Board President by assisting the Board President with the execution of their duties and assuming those duties in the absence of the President. The Past President serves this final year on the Board to assist the incoming President's transition into the position.

### **Secretary/Treasurer**

The Secretary/Treasurer ensures that the actions of the Board are documented in meeting minutes and that financial records are maintained.

### **Vice President for Board Development and Membership Engagement**

The Vice President for Board Development and Membership Engagement is charged with advancing important conversations and initiatives with the aim of building the capacity of The RP Group's Board and strengthening The RP Group's relationship with its members and the IRPE field.

### **Vice President for IRPE Professional Development**

The Vice President for IRPE Professional Development is charged with leading efforts to provide professional development for the IRPE field.

### **Executive Director (non-voting)**

The Executive Director is the chief executive officer who is responsible for the organization's overall operations and works closely with the Board to set the overall strategic direction for the organization.