

MEMBER LIAISON- JOB DESCRIPTION

The Member Liaison (ML) is a two-year active elected position. The ML represents the interests of the general membership and conducts projects and accepts duties as assigned by the President and the Board of Directors. There are two ML positions, elected in alternate years.

1. One ML is elected from the Canadian and US membership.
2. The other ML, designated the International ML (IML), is elected from membership outside the US and Canada. If no International persons apply for the IML, any person may apply after the deadline for the position and the IML position will be held in reserve for the following year's election.

Functions:

1. Participates as a member of the Board of Directors, attending monthly teleconferencing Board of Directors (BOD) meetings and one face-to-face Board meeting held in conjunction with ASPE's Annual Conference.
 - The MLs must participate on BOD calls.
 - All Member Liaisons (MLs) are required to attend the in-person Board retreat typically held prior to the ASPE Annual Conference. If travel is not possible, particularly in the case of the international ML, participation via teleconferencing is required.
2. Represents the general membership on issues of interest or concern, particularly those that arise outside of the standing Committee structure.
3. Joins a standing Committee of the BOD, ASPE Special Interest Group or Affinity Group to which the ML can contribute during Board term
4. Conducts a project(s) approved by the EC to further the goals of the organization or to develop services for the membership.
5. Serves as chair of any ad hoc Committee formed to further develop this project if needed.
6. Provides a minimum of once a year submission to the Chair of the Publications/Website Committee for use in the ASPE membership newsletter on the project.
7. Attends ASPE Annual Conferences to report on progress at the first Conference of the term and report on completion of the project at the second Conference of the term. Participate and assist in the facilitation of town hall meetings at annual ASPE Conference.

Skills Required:

- Ability to listen to the membership and communicate their issues, needs, and interests to the Board of Directors.
- Ability to identify and complete projects aligned with the ASPE mission, strategy, and budget in service to strategic needs of the association and membership.
- Good organization and leadership skills
 - Can function well independently or within a Committee.
 - Leads or co-leads a Committee to accomplish the project.
- Creates objectives and develops action plans for selected and/or assigned projects

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- Maintains ASPE membership in good standing during the nomination process and throughout tenure on the Board
- Embodies a strong commitment to ASPE.
- Time and institutional support necessary to fulfill all duties of the office, including meeting and Conference attendance.
- Willingness to represent and promote ASPE at professional meetings and conferences.
- Excellent written and verbal communication skills.
- Excellent organizational skills.

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Vice President for Operations Job Description:

The Vice President for Operations is a three (3) year elected position, two (2) years active and one (1) year in an advisory capacity. The VP of Operations provides overall direction and guidance to the operational activities of the organization in conjunction with the President. The VP of Operations also works closely with ASPE Administration to manage affiliates and expand ASPE's international reach.

The Vice President for Operations participates as a member of the Executive Committee on ASPE's Board of Directors. The VP must attend monthly Board meetings via teleconference and two additional Executive Committee meetings each month. They must also attend one face-to-face Board meeting held in conjunction with ASPE's Annual Conference.

Functions:

1. Strategic Planning:
 - a. Assist the President with strategic planning of the organization.
 - b. Develop and create strategies and policies aligned with organizational goals as directed by the President.
2. Oversee and assist ASPE Administration in daily operations.
 - a. Assist ASPE Admin and President in BOD and Executive meeting preparation.
 - b. Maintain, archive and purge ASPE files as needed.
 - c. Assist ASPE Admin with daily questions involving organizational procedures.
3. ASPE Policy & Procedures & Bylaws
 - a. Propose amendments to and maintain Bylaws for the membership.
 - b. Assist the Board of Directors with the creation and maintenance of the Policy and Procedures Manual.
 - c. Conducts the voting process on proposed Bylaws amendments.
4. Manage Press releases and brochures for the organization.
 - a. Works with ASPE admin to create press releases.
 - b. Develop and revise brochures for the organization as needed.
5. Recruitment and development of new leadership
 - a. Update Officer job descriptions and post.
 - b. Chair Nominating Committee.
 - c. Secure institutional letters of support.
 - d. Release calls for nominations.
 - e. Initiate the election process.
6. Tracks and manages affiliates.
 - a. Gathers intake of affiliate requests.
 - b. Creates agreements between ASPE and affiliates.
 - c. Tracks progress of affiliation agreements including deliverables and times of renewal.

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7. Oversee Committee Chair and Vice Chair rotations, nominations and appointment processes. Organizes and delivers onboarding PPT to incoming chairs.
8. Ensures Business Meetings are conducted per Roberts Rules of Order and conducts meetings if requested by the President.
9. Maintains business organizational programs in conjunction with ASPE admin (i.e. Trello).
10. Forms nominations Committees for Emerging Leader, Educator of the Year and Lifetime Achievement Award and returns to the EC for approval.
11. Serves as VP of Operations in the absence of a sitting VP, until a special election can be held. This would not preclude them from holding another Board position simultaneously (i.e. President Elect).
12. Helps ASPE Admin vet Legal Contracts and RFPs for the organization.
13. Acts as the EC mentor for the Educational Content and Educational Resources Committee as well as the SOBP and Ad Hoc Modules Committee.

Skills Required:

1. Excellent verbal and written communication skills
2. Ability to work independently and with other ASPE members to achieve organizational goals.
3. Superior organizational and time-management skills
4. Basic knowledge of marketing
5. Experience in management/supervision in a group or Board setting
6. Computer literate: Knowledge of MS Word, Excel, PowerPoint, Trello preferred

Must Have as VP of Operations:

- Permission from Dean, CEO, Chair, or Vice President of your institution to assume position if appropriate.
- Ability to assume the workload. Approximately 15-20 hours per/week and travel up to 4-5 weeks per year on behalf of the organization.
- Financial support for travel if not assumed by ASPE.

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