

## **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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