

Board Position	Job Description
President	<p>The President is a non-paid elected position for a term of one year. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>Shall preside at all Business and Executive Board meetings of the Association</li> <li>Shall act as the Chairperson of the Executive Board</li> <li>Shall appoint all chairpersons and members to standing and temporary committees unless the chairperson is designated by these By- laws</li> <li>Shall be a member (ex-officio) of all committees and oversee committee goals</li> <li>Shall administer any business of the Association between regular meetings of the Association.</li> <li>Shall present his/her vision to existing board during their first meeting in office</li> <li>Shall present at annual Fall meeting, a year in review/ state of the Union address.</li> <li>The term of office of the President shall be for one year. The President becomes Past President upon completion of the term as President</li> <li>Summarize quarterly activities and updates to President (Board Report)</li> </ul>
President Elect	<p>The Vice President-Elect is a non-paid elected position for a term of one year. The Vice President-Elect shall become Vice President upon completion of the term as Vice President-Elect. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>Shall shadow Vice President responsibilities and duties during term-year</li> <li>Shall assist the Vice President in planning association events</li> <li>Summarize quarterly activities and updates to President (Board Report)</li> <li>Shall perform the duties of the Vice President if the Vice President is absent, disabled or the office becomes vacant</li> </ul>
Vice President	<p>The Vice President is a non-paid elected position for a term of one year. . If the office of President becomes vacant, the Vice President shall complete the term of office. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>Shall be a member (ex-officio) of all committees and oversee committee goals (in absence of the President)</li> <li>Oversees events; supports and assists President in facilitating association committees</li> <li>Shall become President upon completion of the term as Vice President.</li> <li>Shall perform any other duties as assigned by the President</li> <li>Shall perform the duties of the President if the President is absent, disabled, or so requests</li> <li>Summarize quarterly activities and updates to President (Board Report)</li> </ul>
Treasurer	<p>The Treasurer is a non-paid elected position for a term of two years. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>Shall maintain the financial records of the Association</li> <li>Shall be responsible for all monetary receipts and expenditures of the Association</li> <li>Maintain online payment mechanisms</li> <li>Shall coordinate and reconcile all pending reimbursement scenarios</li> <li>Shall present historical spending reports upon request from the board</li> <li>Shall present a financial statement/review at all Executive Board and general business meetings</li> <li>Shall prepare financial plans consistent with the good of the Association</li> <li>Shall coordinate with Executive Secretary to ensure all deposits are executed in a timely manner.</li> <li>Summarize quarterly activities and updates to President (Board Report)</li> </ul>

Executive Secretary	<p>The Executive Secretary is a paid position, hired by the Executive Board, to facilitate the daily business of NEACEFE and is the principal liaison for the Executive Board and individuals seeking information about the Association and Association programming. Responsibilities include but are not limited to:</p> <p>Shall be required to attend all board meetings (as it's a paid position)</p> <p>Run reports of current members Quarterly to distribute to membership, board members</p> <p>Manage membership, membership renewal and the membership directory</p> <p>Manage event registrations</p> <p>Maintain the Association updates and archives</p> <p>Report memberships updates at all board meetings</p> <p>Work consistently with Webmaster to produce centrally posted reports requested by the board</p> <p>Participate in trainings facilitated by website tech support staff to be proficient with NEACEFE website technology &amp; data analytics</p> <p>Facilitate membership outreach in, conjunction with the Webmaster, to address membership needs and past due balances</p> <p>Will be an information repository for State Directors for membership recruitment and retainment</p> <p>Prepare and submit transferring state (Massachusetts commonwealth) annual report</p> <p>Deliver on other responsibilities deemed necessary by the Executive Board.</p>
Secretary	<p>The Secretary is a non-paid elected position for a term of two years. Responsibilities include but are not limited to</p> <p>Shall keep all official minutes of the business meetings of the Association and the Executive Board.</p> <p>Shall receive committee meeting minutes and archive onto website</p> <p>Summarize quarterly activities and updates to President (Board Report)</p> <p>Shall perform any other duties as assigned by the President</p>
Web Master	<p>The Web Master is an unpaid position, hired by the Executive Board, to coordinate the online presence of the NEACEFE. Responsible for the visual components of the website and to brand the association via the website. Responsibilities include but are not limited to:</p> <p>Updates and maintains the NEACEFE website</p> <p>Informs and advises the Board on external contracts related to the website</p> <p>Monitor website registration for events and report to Executive Board Members (2 months - day of event)</p> <p>Maintain job posting board (monthly)</p> <p>Implement use of social media in marketing and event promotion; manage social media communications regarding NEACEFE messaging and upcoming events</p> <p>Work with the Board members to develop strategies for the online presence of the Association</p> <p>Manage the architecture, infrastructure, and analytics available through the NEACEFE website</p> <p>Deliver a website update review at Board meetings</p> <p>Manage the distribution and collection of the annual-end-of-year survey (President's survey)</p> <p>Manage and distribute surveys after events to membership</p> <p>Summarize quarterly activities and updates to President (Board Report)</p>
State Director (all states)	<p>A State Director is a non-paid elected position. There shall be a minimum of one Director from each of the New England states whenever possible to represent the constituency of that state. The term of office for Directors shall be for two years. State Directors serve on the Board of Directors as representatives in all matters pertaining to the organization. Responsibilities include but are not limited to:</p> <p>Keep abreast of information, activities, laws, directions/trends, etc. pertaining to Cooperative/Experiential Education in their state</p> <p>Provide such information to the Board and to NEACEFE members attending conferences, workshops and other events</p> <p>Contribute timely and appropriate articles to the NEWSLETTER/website in accordance to an established communications/marketing schedule</p> <p>Maintain contact with NEACEFE members in their state &amp; Engage in political relations with state government</p> <p>Serve on the Membership Committee (ex-officio) and perform membership improvement and contact duties as required</p> <p>Propose yearly recruitment goals in order to increase membership, Summarize quarterly activities and updates to President (Board Report)</p>