**Director**

**Higher Education User Group**

**Purpose**

The HEUG is governed by a Board of Directors. The Board consists of sixteen Directors elected by the HEUG membership, on to five Directors appointed by the HEUG President with the approval of the Board, and the Past President. Elected Directors serve for a term of three years and may serve no more than two consecutive terms. The President of the HEUG is elected by the Board of Directors for a one-year term, and may serve at most two terms as President. The remaining Officers of the Board are nominated by the President and approved by the Board, and consist of the following:

* Vice President for Communications and Membership
* Vice President for Community Development
* Vice President for Products
* Vice President for Technology
* Vice President for Administration
* Vice President Finance/Treasurer
* Secretary
* Alliance Conference Chair
* Executive Director (non-voting)

**Key Responsibilities**

* Attend monthly conference calls
* Attend 3 in person board meetings (including Alliance)
* Review and approve overall annual budget
* Review financial reports periodically
* Serve as liaison to at least one advisory group, work group, or committee
* File personal expense reports within 45 of days after expense/event occurs
* Communicate with and seek input from their specific representative constituency, beyond their individual institution.
* When necessary, represent the HEUG Board of Directors at:
	+ Regional events
	+ International events
	+ Webinars
	+ Industry meetings and/or events
	+ Etc.
* Review, discuss and vote on various HEUG business items as they are presented to the board of directors.
* Attend and participate in the annual Alliance Conference as a HEUG Director
* Work with HEUG Officers and President to develop and implement a strategic plan
* Review and become familiar with HEUG by-laws, standing orders and operation procedure.
* Provide input, strategic direction and guidance to the Alliance Conference team.
* Files personal expense reports within 30 days after expense/event occurs