**Vice President for Community Development**

**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)

This description addresses the role of the Vice President of Community Development

**Key Responsibilities**

Specific to this role:

* Work with Board, Conference Teams and Advisory Groups to ensure inclusiveness for global members
* Manage the Board Liaison Program
  + Working closely with the President and Regional Board representatives, identify Elected-Board members to attend global Alliance conferences and represent the Board
  + Coordinate international travel logistics, including travel and insurance requirements
* Consult with Regional Board representatives to assess member need in those regions for the community building, networking and education
* Work with North America Alliance Conference Team to ensure inclusiveness for global attendees
  + Review and include translation services where appropriate
  + Promote travel stipends for attendees outside of USA
  + Encourage Meet the Expert opportunities
  + Promote networking opportunities
    - Host International Reception
    - Coordinate and attend global regional meetings

All Officers responsibilities

* Attends monthly conference calls
* Attends monthly Executive Officers conference calls
* Attends 3 in person board meetings (including Alliance)
* Attends up to 3 in person Executive Officers meetings
* Prepares and recommends budget for area of responsibility
* Reviews and approves expenses related to their budget
* Reviews financial reports monthly
* Files personal expense reports within 30 days after expense/event occurs