**Executive 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)

This description addresses the role of the Executive Director.

**Key Responsibilities**

Specific to this role:

* Consult with HEUG Executive Officers and Board of Directors on all administrative functions of the HEUG.
* Work with HEUG attorney on all legal aspects of the HEUG administration
* Manage the day to day operations of the HEUG office.
* Verify adherence to HEUG by-laws, standing orders and operation procedure.
* Provide strategic advice and direction on an ongoing basis and organize strategic planning sessions as the President and/or the HEUG Board deem necessary.
* Work in consult with the HEUG President to develop agendas for all board meetings, officer meetings and conference calls.
* Travelinternationally and domestically to support the development of emerging HEUG communities.
* Work directly with all Board Members to provide input, guidance, historical perspective for their individual areas of interest and responsibility.
* Provide input, strategic direction and guidance to the Alliance Conference team.
* Act as an Ex-Officio member of the core Alliance Planning team and sit on the future site selection committee.
* Be the point-of-first-contact for the organization to executive members for handling all inquiries concerning the HEUG, both internally and externally.

All Officers responsibilities

* Attends monthly Board 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