**Vice President for Product**

**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 Product

**Key Responsibilities**

Specific to this role:

* Chair the Product Council
  + Work closely with Socious to organize call schedule
  + Set agendas and review minutes
* Collation of Advisory Group goals
  + Provision of advice/guidance to Advisory Groups
  + Biannual reports to Board
* Review and publish annual calendar of activities for Advisory Groups
* Plan and chair the Advisory Group Summit
  + Strategic – work closely with the President and Executive Team to determine the agenda for HEUG updates; plan/structure any full-Advisory Group sessions/workshops and best practice sessions
  + Strategic – work closely with the Advisory Group Chairs and Senior Oracle Strategists to coordinate Oracle participation in the Summit; encourage/promote cross-advisory group sessions
  + Operational – manage room allocation for the Summit; determine schedule for the Summit; select menus; plan Volunteer Appreciation Reception
* Ensure Advisory Group best practice documentation is current and accessible
* Support the Advisory Group Nominations & Elections Committee in preparations for and execution of the Advisory Group N & E process
  + Review and sign-off member terms data
  + Advise Product Council re process and respond to queries
* Manage the Advisory Group Board Liaison assignment process
  + Working closely with the Advisory Group Chairs and Vice Chairs, identify Board members to act as liaisons to one or more Advisory Groups, recognizing personal experience/expertise where appropriate
* Manage the Advisory Group replacement member process (in the event of members leaving or being dismissed)
* Blog regularly to promote the work and achievements of the Advisory Groups

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 of days after expense/event occurs