**Vice President for Administration**

**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 for Administration

**Key Responsibilities**

Specific to this role:

The VP of Administration duties and responsibilities are determined by the HEUG President.  These duties typically focus on supporting the President in the administration of the HEUG in whatever ways the President deems necessary.  In the recent past, this has included

* Acting as the HEUG Board's liaison to the United States regional conferences
* Chairing work groups created by the HEUG Board
* Assisting with the review and approval of board expense reports
* Work on special projects.

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 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