**President**

**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 President.

**Key Responsibilities**

Specific to this role:

* Preside at all meetings of the HEUG;
* Appoint all committees not otherwise provided for;
* Provide for the discharge, pro tempore, of absent or suspended Member Representatives or officers of the Board of Directors;
* Work closely with the Executive Director to remain abreast of:
	+ General administrative facets of the organization
	+ Legal aspects of HEUG administration
	+ Overall Board of Director dynamics
	+ Agenda building needs
* Travel internationally and domestically to support the development and sustainability of HEUG communities
* Ensure that the regulations of the Board of Directors are enforced;
* Carry out assignments and instructions given by vote of the HEUG Board of Directors; and
* Perform such other duties as customarily pertain to the Office of President or are assigned by the Board of Directors.
* Work directly with all Board Members to develop an annual strategic plan and related objectives
* Provide input, strategic vision and guidance to the Alliance Conference team.

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 of 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