



INTERNATIONAL

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Position Description – Vice President-Administration

Being an officer or director is an important and time-consuming obligation (but with wonderful career enhancing and personal rewards). The position of Vice President-Administration is important within AAACE's volunteer structure and comes with significant responsibility. On average, the duties of Vice President-Administration take approximately 10 hours per month. Additionally, the board of directors meets face-to-face three times a year. The Vice President-Administration is also a member of AAACE's Executive Committee.

Duties and Responsibilities

The Vice President-Administration shall be corporate secretary and legal officer of the Association, shall be responsible for membership services, conduct all official correspondence of the Association and oversee the administrative functions of the headquarters office. Specific duties of the office of Vice President-Administration are as follows:

Committees:

The Vice President-Administration shall guide, manage and be responsible for the following committees:

- Fellow Admissions
- Constitution and Bylaws
- Young Professionals
- Women in Project Controls
- Committee for Mentoring Excellence

Other administrative functions:

1. Responsible for all legal correspondence of the Association.
2. Act as Legal Officer of the Association.
3. Responsible for collecting and maintaining the charters of the Association.
4. Responsible for maintaining the **Organization Manual**.
5. Responsible for preparing or reviewing Board of Directors meeting minutes prior to issue.
6. Act as Corporate Secretary of the Association.
7. Approves the Nominating Committees final slate of candidates
8. Responsible for overseeing Fellow awards.
9. Responsible for headquarters operation, staffing, salary administration and office requirements.

10. Ensure that the Association's liability insurance coverage is maintained.

General duties of a board member include:

Strategic:

- Represents the broad membership of the organization
- Establishes a vision and outlines goals to reach the vision
- Articulates the mission and sustains the vision
- Ensures effective organizational planning is in place
- Enhances the organization's public standing
- Communicating with AACE leadership (Associate Board chairs, section presidents, etc.) about important decisions affecting AACE
- Representing AACE in a professional manner to groups inside and outside of AACE
- Creates and sets policy

Operational:

- Develops, adopts and provides direction on strategic plans and budgets
- Preparing for meetings, voting on ballots between meetings, serving on task forces as assigned
- Monitors overall operations, including oversight and evaluation of goals achievement
- Creates and dissolves committees
- Sets financial goals, ensures resources are appropriately managed, and allocates resources to meet goals
- Leads selection process of Executive Director. Assists in development of annual goals of executive director and leads annual assessment.
- Determines, monitors and strengthens programs, products, education and services
- Assists in recruiting, orienting and mentoring new board members
- Partnering and communicating well with staff so that each group is doing what it is designed to do
- Hosting meetings and conference calls around strategic issues

Those that meet the requirements and are selected by the Nominating Committee to run for office must comply with certain commitments and responsibilities. Prior to being placed on the official ballot all candidates must sign the Board of Directors Duties and responsibilities Acknowledgement. The Acknowledgement includes the following duties and responsibilities:

1. Attendance at AACE Board of Director's Meetings

The expectation is that members of the BOD will attend all meetings (and participate in all teleconferences). Failure on the part of Board members to participate in Association governance is detrimental to and poses a risk to the achievement of the goals of the Association. However, AACE recognizes that work or personal circumstances may at times prevent a Board member from attending a meeting. The minimum acceptable requirements for attending meetings are established thus:

- For BOD members who are based in North America, physical attendance at **two** of the three scheduled Board meetings and participation in all of the scheduled

teleconferences within the calendar year bounded by the Conference & Expo (one of which must be the Conference & Expo).

- For BOD members who are based internationally, physical attendance at **one** of the three meetings (preferably the Conference & Expo) and participation in all of the scheduled teleconferences during the specified time period.

2. Submission of Board Reports

Written Board reports are required in association with Board meetings. These reports must be posted to the forums per the established schedule, which is one to two weeks prior each board meeting dependent on the Board position held. The reports summarize the past and future activities of his or her office covering the period of time from the last report to the succeeding one.

3. Board Assignments and Communication

Individual Board members are frequently designated to lead task forces, organize projects and carry out assignments at the request of the Board of Directors. Board members will not be assigned without their agreement. These assignments will have a specific deliverable dates as well as established communication and status reporting. The Board member is responsible for communicating the status of these initiatives on a regular and timely basis.

If during your term of office you are unable to fulfill the duties stated, it is requested that you contact the President to discuss your situation. From time to time BOD members resign from office for a variety of reasons. AACE has a specific protocol for dealing with vacant offices.

BOD members that do not meet the attendance criteria outlined above and/or fail to submit Board reports for two consecutive Board meetings should contact the President immediately to discuss the reasons for not being in compliance with these policies and to develop a strategy to remedy this non-compliance. Board members not in compliance with these attendance and reporting policies, who do not develop a compliance strategy satisfactory to the President are considered to have voluntarily resigned from their position on the Board effective at the beginning of the next scheduled Board meeting following non-compliance. The Board of Directors may replace such individuals who are considered to have so resigned in accordance with the established policies for replacement of resigned Board members.